

Shipping Order Cancellation and Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my shipping order #[Order Number], placed on [Order Date]. Due to [reason for cancellation], I am unable to proceed with my order.

I kindly request a full refund for the amount charged. Please let me know what steps I need to take to ensure this process is completed smoothly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]