

Shipping Order Cancellation Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Cancellation of Shipping Order [Order Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my shipping order with the order number [Order Number], placed on [Order Date]. Due to [reason for cancellation], I am unable to proceed with this order.

According to your cancellation policy, I believe that I am eligible for a full refund. Please let me know the necessary steps I need to take to ensure the cancellation is processed smoothly.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]