

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the cancellation of the shipping quote provided to me on [Quote Date], with the reference number [Quote Reference Number].

Due to [brief reason for cancellation, if appropriate], I will no longer require this service. I appreciate your understanding in this matter.

Please confirm the cancellation of the shipping quote at your earliest convenience. Thank you for your assistance.

Sincerely,
[Your Name]