

# Request for Order Cancellation

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request the cancellation of my recent order placed on [Order Date] with the order number [Order Number].

Due to unforeseen circumstances, I am unable to proceed with this purchase. I would greatly appreciate your assistance in processing this cancellation at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the cancellation.

Sincerely,  
[Your Name]  
[Your Contact Information]