

Cancellation of Cross-Border Shipping Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Shipping Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Shipping Company Name],

I am writing to formally request the cancellation of my cross-border shipping services, originally scheduled for [insert shipping date]. My reference number for this shipment is [insert reference number].

Due to [insert reason for cancellation], I will not be able to proceed with the shipping as planned. Please confirm the cancellation of my service and ensure that no charges will be incurred.

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

Sincerely,

[Your Name]