

Order Cancellation Notice

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the cancellation of my recent order [Order Number] placed on [Order Date]. Unfortunately, I have not received any updates regarding the shipping status of my order, which was expected to be delivered by [Expected Delivery Date].

Given the delay, I no longer wish to proceed with this order. Please process the cancellation at your earliest convenience and confirm the same. Additionally, I would appreciate a full refund to be issued to my original payment method.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]