

Order Cancellation Request

Date: [Insert Date]

To: [Music Store Name]

Address: [Music Store Address]

Dear [Store Manager's Name],

I am writing to formally request the cancellation of my recent order (Order Number: [Insert Order Number]) placed on [Insert Order Date]. Unfortunately, I have encountered defects with the items received, which are as follows:

- [Item Name 1] - [Description of Defect]
- [Item Name 2] - [Description of Defect]

According to your return policy, I am entitled to a full refund for defective items. I would appreciate your prompt attention to this matter and guidance on how to return the defective items.

Thank you for your understanding. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]