

Order Cancellation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the cancellation of my recent order with your music store, order number [Insert Order Number]. Unfortunately, I am dissatisfied with the service I received, as my experience did not meet the expectations I had based on previous visits and your advertisements.

Despite my attempts to resolve the issues, I found the customer service lacking and the overall experience disappointing. Therefore, I have decided to cancel my order.

Please confirm the cancellation of my order and the refund process at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]