

Order Cancellation Request

Date: [Insert Date]

To: [Music Store Name]

Address: [Music Store Address]

Dear [Music Store Manager's Name],

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, due to personal reasons, I am unable to proceed with the purchase at this time.

I appreciate your understanding and assistance in processing this cancellation. Please confirm any necessary steps I need to take and the expected timeline for the cancellation to be finalized.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]