

# Order Cancellation Request

Date: [Insert Date]

To: [Music Store Name]

Address: [Music Store Address]

Dear Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my order #[Insert Order Number] placed on [Insert Order Date]. Unfortunately, I received the wrong item in my shipment, which was delivered on [Insert Delivery Date].

The item I received is [Insert Description of Wrong Item], while I had ordered [Insert Description of Correct Item]. I kindly request your assistance in processing this cancellation and arranging for the return of the incorrect item.

Please let me know the steps I should follow to return the wrong item and ensure a refund for my order. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]