

Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Cancellation of Solar Panel Installation Service

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of the solar panel installation service scheduled for [Insert Date of Installation]. My order number is [Insert Order Number].

Due to unforeseen circumstances, I am unable to proceed with the installation at this time. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please confirm the cancellation of my order and let me know if there are any further steps I need to take. Thank you for your attention to this request.

Sincerely,

[Your Name]