

# Order 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]

Dear [Customer Service Team/Specific Name],

I am writing to request the cancellation of my order #[Insert Order Number] placed on [Insert Order Date]. After further consideration, I have decided to change my mind regarding this purchase.

Please confirm the cancellation of my order and any subsequent refund process. I appreciate your understanding in this matter.

Thank you for your assistance.

Sincerely,

[Your Name]