

# Order Cancellation Notice

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Order Number: [Insert Order Number]

Dear [Customer Service/Specific Contact Name],

I am writing to formally cancel my order due to ongoing delivery issues. I placed the order on [insert order date] and was expecting delivery by [insert expected delivery date]. However, as of today, the order has not arrived, and I have not received any updates regarding its status.

Given the circumstances, I kindly request that you process my order cancellation and issue a full refund to my original payment method. Please confirm the cancellation and refund process at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]