

Order Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the cancellation of my order #[Order Number], placed on [Order Date]. Due to unforeseen circumstances, I am unable to proceed with this purchase.

I kindly request that you initiate the cancellation process and confirm that my order has been successfully canceled. If there are any further actions required on my part, please let me know.

Thank you for your understanding. I apologize for any inconvenience this may cause.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]