

Order Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Order Number: [Insert Order Number]

Dear [Company Name],

I am writing to formally request the cancellation of my order placed on [Insert Order Date] for the product [Insert Product Name]. Due to [Insert Reason for Cancellation], I am unable to proceed with my purchase.

I kindly ask you to confirm the cancellation of my order and the refund process for the amount charged. I appreciate your attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]