

# Order Cancellation and Refund Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Email: [Company Email]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my order #[Order Number], placed on [Order Date]. Due to [reason for cancellation], I have decided to cancel my order.

As per your cancellation policy, I would like to request a full refund of the amount paid, which totals [Order Amount]. Please let me know if you require any further information to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]