

# 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 hope this message finds you well. I am writing to formally request the cancellation of my order with the following details:

- Order Number: [Insert Order Number]
- Order Date: [Insert Order Date]
- Item Description: [Insert Item Description]

Due to [briefly explain reason for cancellation, e.g., unforeseen circumstances], I would like to cancel this order. I kindly ask you to confirm the cancellation and process a refund to my original payment method.

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

Sincerely,

[Your Name]