

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Urgent Order Cancellation

Dear [Recipient's Name],

I am writing to inform you of the urgent cancellation of my order, which was placed on [Order Date] with the order number [Order Number]. Due to unforeseen circumstances, I am unable to proceed with the order at this time.

I kindly request you to initiate the cancellation process immediately and confirm this action via email or phone. Please let me know if there are any further steps I need to follow.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]