

# Order Cancellation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Order Cancellation - [Order Number]**

Dear [Customer Service Team/Specific Person's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my order, which was placed on [Order Date] with the order number [Order Number].

Due to [brief reason for cancellation], I have decided to cancel my order. I kindly ask you to confirm the cancellation and ensure that any charges related to this order are reversed at your earliest convenience.

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

Best regards,

[Your Name]