

Order Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of my order with the order number [Order Number], placed on [Order Date]. Due to [reason for cancellation], I am unable to proceed with this order.

According to your cancellation policy, I believe I am entitled to a full refund. Please confirm the cancellation of my order and the initiation of the refund process.

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

Sincerely,
[Your Name]