

# Order Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the cancellation of my order [Order Number] placed on [Order Date]. Unfortunately, I have encountered billing issues that necessitate this cancellation.

Please confirm the cancellation and refund the amount charged to my payment method. I would appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]