

# Order Cancellation and Refund Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service/Specific Name],

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

Due to [reason for cancellation], I would like to initiate a refund for the amount of [Amount]. Please let me know the next steps to process this cancellation and refund at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]