

Subject: Order Cancellation Request - Order #12345

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my recent order (Order #12345), which was placed on [Order Date].

Due to [brief reason for cancellation, if comfortable sharing], I am unable to proceed with this order at this time.

I appreciate your assistance in processing this cancellation and any confirmation you can provide. Please let me know if you need any further information from my side.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]