

Urgent Order Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the urgent cancellation of my recent order, #[Order Number], placed on [Order Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, changes in plans], I am unable to proceed with this order.

I kindly ask for your immediate attention to this matter and confirm the cancellation at your earliest convenience. I understand that per your cancellation policy, I am entitled to a full refund.

Thank you for your understanding and prompt response.

Sincerely,

[Your Name]