

Furniture Delivery Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my cancellation of the furniture delivery scheduled for [Insert Delivery Date]. Unfortunately, due to [reason for cancellation], I am unable to proceed with the delivery.

I kindly request that you confirm the cancellation of the order and the delivery date. If any charges are applicable due to this cancellation, please let me know at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]