

Order Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name],

I am writing to formally request the cancellation of my order (Order Number: [Order Number]) which was placed on [Order Date].

After careful reconsideration, I have decided not to proceed with this order. I understand the terms and conditions regarding cancellations, and I would appreciate your assistance in processing this request promptly.

Thank you for your understanding and support. Please confirm the cancellation at your earliest convenience.

Sincerely,

[Your Name]