

# Order Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Order Number: [Insert Order Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my order placed on [Insert Order Date] due to a change in my plans.

Order Details:

- Order Number: [Insert Order Number]
- Item(s) Ordered: [Insert Item Details]
- Total Amount: [Insert Total Amount]

I apologize for any inconvenience this may cause and appreciate your understanding. Please confirm the cancellation of my order at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]