

Order Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Order Cancellation Request for Defective Item

Dear [Customer Service>Returns Department],

I hope this message finds you well. I am writing to formally request the cancellation of my order #[Insert Order Number] placed on [Insert Order Date]. Unfortunately, upon receiving the item, I discovered it was defective.

Details of the defective item:

- Item Name: [Insert Item Name]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]

I have attached photographs of the defective item for your reference. I would appreciate it if you could initiate the cancellation process and provide instructions for returning the defective item.

Thank you for your prompt attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]