

Order Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Order Cancellation Request for Order #[Order Number]

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request the cancellation of my order #[Order Number] placed on [Order Date] due to delayed shipping. As of today, I have not yet received any updates regarding the estimated delivery date, and I have waited beyond the expected timeframe.

Given the circumstances, I would appreciate it if you could process this cancellation request at your earliest convenience. Please confirm the cancellation and initiate a refund for the amount charged to my account.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]