

# Order Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my order, number [Insert Order Number], which was placed on [Insert Date of Order].

Unfortunately, I noticed a pricing error on the invoice that has led to my decision to cancel the order. The pricing discrepancy was highlighted as [Insert Details of the Pricing Error], which differs significantly from my expectations.

As a result, I kindly ask you to process my cancellation request at your earliest convenience. Please confirm the cancellation and ensure that no charges are applied to my account.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]