

Order Cancellation Request

Date: [Insert Date]

To: [Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's 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].

Unfortunately, due to unforeseen circumstances, I am unable to proceed with this order. I sincerely apologize for any inconvenience this may cause.

I kindly ask for a confirmation of the order cancellation and any relevant information regarding the refund process, if applicable.

Thank you for your understanding and assistance in this matter.

Best regards,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]