

Order Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the cancellation of my order placed on [Insert Order Date] with order number [Insert Order Number]. In accordance with your company policy regarding order cancellations, I would like to initiate this process.

Due to [briefly explain reason, if desired], I find it necessary to cancel my order. I kindly request confirmation of the cancellation and any information regarding the refund process if applicable.

Please let me know if you need any further information to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]