

Order Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my order placed on [Insert Order Date] with the order number [Insert Order Number]. Unfortunately, I have personal reasons that prevent me from proceeding with this order.

I would appreciate it if you could confirm the cancellation and ensure that no charges are applied.

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

Sincerely,

[Your Name]