

# Order Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I am writing to formally request the cancellation of my order (Order Number: [Insert Order Number]) placed on [Insert Order Date]. Unfortunately, I have been informed that the product is currently unavailable.

Given the circumstances, I would appreciate your assistance in processing this cancellation and initiating a full refund to my original payment method as soon as possible.

Thank you for your attention to this matter. Please confirm the cancellation of my order at your earliest convenience.

Sincerely,

[Your Name]