

Order Cancellation Notice

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 cancel my order with order number [Insert Order Number], placed on [Insert Order Date]. Due to [brief reason for cancellation], I find it necessary to cancel this order.

Please confirm the cancellation of my order and any further actions that may be required from my side. I would appreciate a confirmation email regarding this cancellation.

Thank you for your assistance.

Sincerely,

[Your Name]