

# Order Retraction Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the retraction of my order placed on [Insert Order Date] with the order number [Insert Order Number].

Due to [reason for retraction, e.g., unforeseen circumstances, change of mind, etc.], I regret to inform you that I can no longer proceed with this order.

Please confirm the cancellation of this order at your earliest convenience. I appreciate your assistance and understanding in this matter. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]