

## Order Cancellation Letter

Dear [Seller's Name],

I am writing to request the cancellation of my order [Order Number] that I placed on [Order Date].

Unfortunately, I have had a change of plans and am no longer in need of the products.

I apologize for any inconvenience this may cause and I understand that this may cause some disruption to your business operations. I hope that you will be able to accommodate my request for cancellation, and I assure you that I will not place any further orders for these products.

Please let me know if there are any further steps I need to take to facilitate the cancellation of my order, and if there are any associated costs or fees that I need to cover.

Thank you for your understanding and I look forward to hearing from you soon.

Sincerely,

[Your Name]

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