

Official cancellation of an order

Subject: Order Cancellation Request

Dear [Supplier/Company Name],

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

Due to unforeseen circumstances, I am unable to proceed with this order and request that any pending shipments be stopped immediately.

Please confirm the cancellation and inform me about any applicable refund process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

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