**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

**[Date]**

**[Company Representative's Name] (if known)**

[Company Name]

[Company Address]

[City, State ZIP Code]

**Subject: Letter to cancel Order No. [Order Number]**

**Dear [Company Representative's Name],**

This letter is to notify you that I have decided to cancel the order placed on **[Order Date]** with Order Number **[Order Number]**.

My cancellation is due to **[reason for cancellation]**. I recognize that this may be inconvenient for your organization, and I apologize for any problems created by my unexpected change of heart.

I'm giving a 30-day notice before the cancellation takes effect. I request that you issue me a cancellation confirmation letter and that no further transactions be performed on order.

I retain the right to take legal action if you do not comply.

Thank you for being so patient.

**Sincerely,**

**[Your Signature]**

**[Your Name**]