[Name of Recipient]

[Address of Recipient]

Date:

[Sender’ Name]

[Sender’s Designation]

**Subject: Product Order Cancellation Letter**

Dear Mr./Mrs. [name of the Recipient],

This is to request you to cancel my order for the delivery of [name of the Product] that I placed with your company, [mention name of Company] on [mention Date of placement of order]. Please make sure to cancel the said order as I would prefer to purchase it after some time.

I feel quite bad and therefore I apologize to you for the inconvenience. Feel free to contact me for any further details or information.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]