

Friendly cancellation letter with appreciation

Subject: Cancellation Request for Order [Order Number]

Dear [Supplier Name],

I hope this message finds you well. I would like to request the cancellation of my order [Order Number], placed on [Date].

I greatly appreciate your services and apologize for any inconvenience this may cause.

Kindly confirm the cancellation and advise about the refund process.

Warm regards,

[Your Name]

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