

Personal cancellation letter

Subject: Order Cancellation " [Order Number]

Dear [Company Name],

I regret to inform you that I must cancel my order [Order Number] due to unforeseen personal circumstances.

I sincerely apologize for any inconvenience this may cause and hope to place future orders once circumstances improve.

Please confirm the cancellation at your earliest convenience.

Thank you for your understanding.

Best regards,

[Your Name]

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