

# Sample Business Letter for Refund Request After Order Cancellation

**[Your Company Name or Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Refund Request for Cancelled Order #[Order Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund following the cancellation of my recent order #[Order Number], placed on [Order Date] for [brief description of product/service].

Due to [briefly state reason for cancellation, e.g., change in requirements, unexpected delay, or other circumstances], I had to cancel the order on [Cancellation Date]. As per your stated policy regarding cancellations and refunds, I kindly ask for a full refund of the amount paid, totaling [Amount], to be processed at your earliest convenience.

Please find attached copies of the order confirmation and cancellation acknowledgment for your reference. I would appreciate confirmation of the refund process initiation, including an estimated timeline for the completion of the transaction.

If you need any additional information or documentation, please feel free to contact me at [your phone number] or [your email address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Your Title]