

Subject Line: Request to Cancel Order

Dear ABC Furniture Team,

I am writing to request the cancellation of my order for an office chair placed on [insert date of order]. The order number is [insert order number if available].

I apologize for any inconvenience this may cause and kindly request a full refund to be issued to my account. Please let me know if there are any further actions required from my side.

Thank you for your prompt attention to this matter.

Best regards,

Kevin Johnson