

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of my [service, subscription, reservation, etc.] scheduled for [date].

Due to unforeseen circumstances, I am unable to proceed as planned. I understand that this may be outside of the standard cancellation policy, and I appreciate your understanding in this matter.

Please confirm the cancellation at your earliest convenience. I would also appreciate any information regarding potential refunds or outstanding balances.

Thank you for your attention to this request.

Sincerely,  
[Your Name]