

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service

JBL

[Company Address]
[City, State, Zip Code]

Dear Customer Service,

Subject: Cancellation of Order #[Order Number]

I am writing to formally request the cancellation of my recent order for JBL headphones placed on [Order Date]. Due to [reason for cancellation], I have decided to cancel this order.

Please confirm the cancellation of my order and any necessary next steps. I would appreciate a prompt response to ensure the process is completed quickly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Order Details]