

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

Subject: Courier Service Cancellation Notice

Dear [Courier Company Name],

I am writing to formally request the cancellation of my courier service scheduled for [Date of Scheduled Pickup/Delivery] with the reference number [Tracking/Reference Number].

Due to [brief reason for cancellation, e.g., unforeseen circumstances], I am unable to proceed with the service.

Please confirm the cancellation at your earliest convenience. If there are any fees or further actions required, kindly advise me.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]