

Order Cancellation Form: Delayed Delivery

The **order cancellation form** sample provides a clear and concise template for customers to request cancellation due to delayed delivery. It ensures effective communication between buyers and sellers, helping to resolve issues promptly. Using this form can improve customer satisfaction and streamline the cancellation process.

Order Cancellation Request

Customer Name:

Order Number:

Order Date:

Expected Delivery Date:

Number of Days Delayed:

Reason for Cancellation:

Preferred Refund Method:

Additional Comments (optional):

I confirm that I wish to cancel my order due to delayed delivery.