

Dear (Name of the person),

I am sorry to inform you that I want to decline the order of shoes which I placed yesterday. I had to go to a family function that's why I was planning to buy them, but now suddenly I am not feeling well, and I have decided to not attend the function.

My doctor has advised me to take complete bed rest. I felt so regretful that I have to take this step but I do not want to buy it now. These shoes are not casual ones otherwise I would never let them go.

The footwear which I selected will completely go with ethnic wear and it will be a waste for me. This is my humble request to you to decline the order I placed.

I have no doubts about your collection, but it is my reason because of which I have to decline my order. I hope you will understand my problem and accept my request to cancel this order. If there is any issue to refund the amount then I can buy any other footwear in the same range.

I would be grateful if you consider my request because these footwears are expensive and I don't want to let them go waste. Even I cannot give them to any other person because there will be a size issue.

I request you consider this and solve this problem as soon as possible.

Regards,

XYZ