

Order Cancellation Notice

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We regret to inform you that your order with order number [Order Number] has been cancelled due to [reason for cancellation].

If you have any questions or concerns, please feel free to contact us at [Contact Information]. We appreciate your understanding and look forward to serving you in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]