

Order Cancellation Acceptance Notice

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm the cancellation of your recent order, #[Order Number], placed on [Order Date].

Your request for cancellation has been successfully processed and no further charges will be applied to your account.

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]