

Order Cancellation Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We acknowledge the receipt of your request to cancel your order #[Order Number] placed on [Order Date]. We have processed your cancellation and confirm that your order has been successfully canceled.

If applicable, a refund of [Refund Amount] will be initiated to your original payment method, and you can expect it to be reflected within [Refund Processing Time] days.

Thank you for your understanding, and we hope to serve you again in the future.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]