

# Immediate Order Cancellation Notice

Dear [Client's Name],

We regret to inform you that your order #[Order Number] placed on [Order Date] has been cancelled effective immediately.

The reason for this cancellation is [Reason for Cancellation]. We apologize for any inconvenience this may cause.

If you have already made a payment, please expect a full refund within [Refund Time Frame]. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Your Company Contact Information]