

# Order Cancellation and Refund Instructions

Dear [Customer Name],

Thank you for reaching out to us regarding your order. We understand that you wish to cancel your order [Order Number] placed on [Order Date]. We are here to assist you.

## Cancellation Confirmation

Your order has been successfully canceled. No charges will be applied to your payment method.

## Refund Process

To ensure a smooth refund process, please follow the instructions below:

1. Verify that the cancellation has been confirmed.
2. If applicable, return any received items in their original condition.
3. Fill out the refund request form at [Link to Form].
4. Submit the form along with the required details.

Once we receive your submission, we will process your refund within [Refund Duration] business days. You will receive a confirmation email once the refund has been issued.

## Need Further Assistance?

If you have any questions or need further assistance, please do not hesitate to contact our customer support at [Customer Support Email] or call us at [Customer Support Phone Number].

Thank you for your understanding.

Best regards,  
[Your Company Name]