

Order Cancellation Notification

Dear [Client Name],

We regret to inform you that your order #[Order Number] placed on [Order Date] has been cancelled. The cancellation was due to [reason for cancellation].

If you have already been charged, a full refund of [Refund Amount] will be processed to your original payment method within [number of days for refund].

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,
[Your Company Name]