

Cancellation and Refund Notification

Dear [Recipient's Name],

We are writing to inform you that we have received your request for cancellation and refund regarding your recent transaction with us, dated [Transaction Date].

We understand that you have opted to cancel [Brief Description of Service/Product]. Your request has been processed, and a refund of [Amount] will be initiated to the original payment method. Please allow [Timeframe] for the refund to be reflected in your account.

If you have any further questions or require assistance, please do not hesitate to contact our customer service team at [Customer Service Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]