

Shipping Order Cancellation Confirmation

Dear [Customer Name],

We are writing to confirm the cancellation of your shipping order with the order number [Order Number]. This cancellation follows your request made on [Date of Request].

Please note that your payment of [Payment Amount] has been successfully processed for cancellation. You can expect a refund to be issued to your original payment method within [Time Frame] days.

If you have any questions, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email]. We appreciate your understanding and look forward to serving you in the future.

Thank you for your attention.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]