

Order Cancellation Notice

Date: [Insert Date]

To: [Customer Name]

Order Number: [Insert Order Number]

Dear [Customer Name],

We regret to inform you that the product you ordered, [Insert Product Name], is currently unavailable and we are unable to fulfill your shipping order. As a result, we have cancelled your order.

We apologize for any inconvenience this may have caused. If you have already been charged, a full refund will be processed to your original payment method within [Insert Timeframe].

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

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]