

Cancellation Confirmation

Dear [Recipient's Name],

We are writing to confirm the cancellation of your [Service/Product] with the following details:

- **Order Number:** [Order Number]
- **Cancellation Date:** [Cancellation Date]
- **Reason for Cancellation:** [Reason]

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]