

Cancellation Request Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

We have received your request to cancel your [service/product] with us and we want to confirm that your cancellation is being processed.

Your cancellation request was received on [Insert Date of Request], and it is now being handled by our team.

If you have any questions or if there are any issues regarding your cancellation, please feel free to contact us at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]