

Order Cancellation Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

We have received your request for the cancellation of your order #[Order Number]. We acknowledge the receipt of your cancellation request and are processing it accordingly.

Your order was scheduled for delivery on [Delivery Date]. As per your request, we will not proceed with the shipment.

If there are any issues or if further information is needed, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]