

# Order Cancellation Receipt

Date: [Insert Date]

Order Number: [Insert Order Number]

Customer Name: [Insert Customer Name]

Email: [Insert Customer Email]

Address: [Insert Customer Address]

## Cancellation Details

We have received your request to cancel your order. Below are the details of your cancellation:

- Cancelled Item(s): [Insert Item Names]
- Refund Amount: [Insert Refund Amount]
- Refund Method: [Insert Refund Method]
- Status: Cancelled

Thank you for your understanding. Should you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,  
[Your Company Name]