

Cancellation Request Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We hereby acknowledge the receipt of your cancellation request for [mention service/product]. Your request has been processed, and the cancellation is effective as of [effective date].

For any further queries or assistance, please feel free to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]