

Order Cancellation Notification

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Order Number: [Insert Order Number]

Dear [Customer Name],

We regret to inform you that we need to cancel your recent order with us due to an unexpected change in plans. We apologize for any inconvenience this may cause.

We appreciate your understanding and would like to offer you a store credit or refund. Please let us know your preference by contacting us at [Insert Contact Information].

Thank you for your support of our music store. We hope to serve you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Music Store Name]

[Contact Information]