

Order Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to inform you that we have received your request for the cancellation of your order #[Order Number], placed on [Order Date]. We regret to confirm that your order has been successfully canceled.

If you have already made a payment, we will initiate the refund process, and you should receive your funds back within [insert time frame].

We apologize for any inconvenience this may have caused. If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]