

Order Cancellation Confirmation

Dear [Customer Name],

We have received your request to cancel your order #[Order Number], placed on [Order Date]. We understand that sometimes plans change, and we are here to assist you.

Your order has been successfully canceled, and there will be no charges applied. If you have already made a payment, a full refund will be processed to your original payment method within [Refund Processing Time] days.

If you have any further questions or need assistance, please do not hesitate to contact our customer support team at [Customer Support Email] or [Customer Support Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]