

Order Cancellation Statement

Date: [Insert Date]

Order Number: [Insert Order Number]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Dear [Customer Name],

We regret to inform you that your order placed on [Insert Order Date] has been cancelled. The cancellation is due to [Insert reason for cancellation, if applicable].

Please note that any payments made for this order will be refunded to your original payment method within [Insert time frame for refund].

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]