

Shipping Service Cancellation and Refund Policy

Dear [Customer Name],

We appreciate your business and want to inform you about our policies regarding shipping service cancellations and refunds.

Cancellation Policy

You may cancel your shipping service request within [time frame, e.g., 24 hours] of placing your order. To initiate a cancellation, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Refund Policy

Refunds will be processed under the following conditions:

- If the cancellation is requested within the designated cancellation period.
- In case of delays or failures in delivery caused by our service.

Please allow up to [number of days, e.g., 7-10 business days] for your refund to be processed. Refunds will be issued to the original payment method.

If you have any further questions or concerns, feel free to reach out to us.

Thank you for choosing our shipping service.

Sincerely,
[Your Company Name]
[Your Contact Information]