

Order Cancellation Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us. This is to confirm the cancellation of your order with order number [Order Number], placed on [Order Date]. We have successfully processed your request, and your order has been cancelled.

If you have already made a payment, a refund will be initiated within [number of days] business days. Please allow time for the refund to process back to your original payment method.

If you have any questions or need further assistance, feel free to contact our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding.

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