

Formal order cancellation letter

Subject: Order #4587 Cancellation Notice

Dear Mr. Smith,

We regret to inform you that due to unforeseen inventory issues, we are unable to fulfill your recent order #4587 placed on September 5th. We sincerely apologize for any inconvenience this may cause.

A full refund has been processed and should reflect in your account within 3-5 business days.

Please do not hesitate to contact us if you have any questions or need further assistance.

Sincerely,

Customer Service Team

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