

Cancellation Acceptance Letter

Dear [Name],

I am writing this letter to inform you that I have received your cancellation request for [product/service] that you had previously purchased from us. We are sorry to hear that you no longer require our [product/service] and we would like to thank you for giving us the opportunity to serve you.

After reviewing your cancellation request, we would like to inform you that we accept your cancellation and we will process your request accordingly. We will refund the amount you paid for the product or service, and this will be credited back to your account within the next [timeframe].

We appreciate your business and hope that you were satisfied with the [product/service] during the time you used it. We are always striving to improve our products and services, and your feedback can help us better understand our customers' needs.

If you have any further questions or concerns regarding your cancellation, please feel free to reach out to our customer service department at [phone number/email address]. We will be happy to assist you.

Thank you again for your business, and we hope to have the opportunity to serve you again in the future.

Sincerely,

[Your Name]