

Professional Cancellation Acceptance Letter

Subject: Acknowledgment of Cancellation

Dear [Recipient Name],

This letter is to formally acknowledge the receipt of your cancellation notice dated [Cancellation Date]. We confirm that your request to cancel [service/order/contract] has been processed and accepted effective immediately.

Please find any relevant details regarding refunds or closure procedures attached. We appreciate your communication and hope to assist you in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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