

Formal and Detailed Cancellation Acceptance Letter

Subject: Confirmation of Cancellation

Dear [Recipient Name],

We acknowledge receipt of your cancellation notice regarding [service/order/contract] dated [Cancellation Date]. Your request has been reviewed and is formally accepted.

The termination is effective from [Effective Date]. Any dues, refunds, or adjustments will be processed according to the agreed terms. Please contact our accounts department for further clarifications if needed.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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