

Cancellation Confirmation Letter

Dear [Name],

I am writing to confirm the cancellation of [product/service/event] that you requested on [date]. We regret any inconvenience this may have caused you.

As per your request, we have cancelled your [product/service/event] and have processed the refund for the same. The refund amount will be credited to your account within [timeframe].

If you have any further questions or concerns regarding this cancellation, please do not hesitate to contact us. Our customer service representatives are available to assist you at [contact details].

Thank you for choosing [company name]. We appreciate your business and hope to have the opportunity to serve you again in the future.

Sincerely,

[Your Name]

[Company Name]