

Professional confirmation of a cancellation

Subject: Confirmation of Cancellation

Dear [Recipient Name],

This is to formally confirm the cancellation of [Service/Booking/Order] referenced under [Reference Number] dated [Original Date].

Your request for cancellation has been successfully processed, and any applicable refunds or adjustments will be made according to the terms and conditions.

Thank you for your attention, and we hope to serve you again in the future.

Sincerely,

[Your Name]

[Position]

[Company Name]

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