

Conditional confirmation pending final approval

Subject: Provisional Confirmation of Cancellation

Dear [Recipient Name],

We have received your request to cancel [Service/Booking/Order] dated [Date]. This letter serves as a provisional confirmation of cancellation pending any required approvals or processes.

We will notify you once the cancellation is fully confirmed and any applicable adjustments have been completed.

Best regards,

[Your Name]

[Company Name]

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<https://www.lettersandtemplates.com/letters/cancellation-confirmation-letter>