

Personalized, empathetic confirmation

Subject: Confirmation of Your Cancellation

Dear [Recipient Name],

We understand that you needed to cancel [Service/Booking/Order] and we sincerely acknowledge your request. Your cancellation has been processed successfully.

We appreciate your trust in us and hope to have the opportunity to assist you in the future. Thank you for your understanding.

Warm regards,

[Your Name]

[Company Name]

Get more templates here:

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