**Acknowledgement Letter Sample for Order Cancellation**

[Company name]

[Senders Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

Date: MM/DD/YYYY

[Company name]

[Recipient name and position]

[Address line 1]

[Address line 2]

[State, ZIP Code]

Subject: **Order Nr. [Enter number of order]**

Dear [Recipients Name],

With this letter we acknowledge receipt of you letter about acceptance of the items we mailed to you and noticing us to cancel shipment of your order for those items which are back ordered.

In that line we will issue you a refund upon finalization of necessary documents required for this procedure.

We would like to take this opportunity to thank you for shopping through [name of the company]. Our new catalog is about to arrive at your home shortly, and we strongly believe you will be pleased by the offer we have made this season.

Thank you for the understanding and patience shown in this particular case. We are on your disposal for any further inquiries.

Sincerely,

[Signature]

[Senders Name]

[Company name]