Acknowledgement Pending Review

Subject: Provisional Acknowledgement of Service Cancellation

Dear [Customer Name],

We acknowledge receipt of your service cancellation request dated [Date]. This is a provisional response while we verify the details of your subscription and pending transactions. You will receive a final confirmation of the cancellation within [Timeframe].

Thank you for your patience.

Sincerely,

[Your Name]

[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/response-letter-to-cancellation-of-service