

# Email #1 – Cylinder Booking Confirmation

Subject: Booking Confirmation - Your Gas Cylinder Order

Dear [Customer Name],

We hope this email finds you well. Thank you for choosing **AL MARWAH LLC** for your gas cylinder needs. We are pleased to inform you that your recent booking has been successfully confirmed.

Booking Details:

Booking Reference Number: [Reference Number]

Date of Booking: [Date]

Delivery Address: [Delivery Address]

Delivery Information: Our delivery team is scheduled to dispatch your gas cylinder on [Scheduled Delivery Date]. Please ensure someone is available at the provided delivery address to receive the order during the delivery window, which is between [Start Time] and [End Time].

Payment Details: The total amount for your order is [Amount]. You can make the payment in cash, card, or via UPI to our delivery personnel upon receipt of the gas cylinder. We kindly request you to have the exact change ready for a smoother transaction.

Important Notes:

Please keep your Booking Reference Number handy for any future inquiries or clarifications.

In case of any changes to your delivery details or if you need to reschedule, kindly contact our customer service at \*\*\*\*\* at least 24 hours before the scheduled delivery time.

We appreciate your trust in **AL MARWAH LLC**, and we are committed to providing you with a reliable and timely service. If you have any questions or concerns, feel free to reach out to us.

Thank you once again for choosing **AL MARWAH LLC**. We look forward to serving you.

Best regards,

**AL MARWAH LLC**

[almarwah.co](http://almarwah.co)

## Email #2 – Cylinder Cancellation Confirmation

Subject: Cancellation Confirmation - Gas Cylinder Booking

Dear [Customer Name],

We hope this message finds you well. We regret to inform you that your recent gas cylinder booking with **AL MARWAH LLC** has been canceled. We understand that circumstances may change, leading to the decision to cancel your order.

Cancellation Details:

Booking Reference Number: [Reference Number]

Date of Booking: [Date]

Reason for Cancellation: [Brief Reason]

Refund Information: As per our cancellation policy, your payment for the canceled booking will be refunded in full. The refund will be processed to the original payment method used during the booking. Please allow [Number of Days] for the refund to reflect in your account.

Next Steps: If you have any further questions or concerns regarding the cancellation or the refund process, feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

We apologize for any inconvenience this cancellation may have caused. We appreciate your understanding and hope to have the opportunity to serve you in the future. If you have another gas cylinder requirement, please do not hesitate to make a new booking.

Thank you for considering **AL MARWAH LLC**. We value your business.

Best regards,

**AL MARWAH LLC**

[Almarwah.co](http://Almarwah.co)