

Cancellation Policy Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I am writing to acknowledge my understanding of the cancellation policy as stated in our agreement. I have read the terms regarding cancellations and understand the guidelines, including any applicable fees and notice periods.

Thank you for taking the time to clarify these policies with me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]