

Cancellation Policy Adjustment Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our cancellation policy effective [Insert Effective Date].

In light of [briefly explain reason for adjustment], we have made the following changes:

- [Detail change #1]
- [Detail change #2]
- [Detail change #3]

We believe these adjustments will [explain benefits]. We appreciate your understanding and continued support.

If you have any questions or wish to discuss this further, please feel free to contact us at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company]