

Cancellation Policy Confirmation

Date: [Insert Date]

Dear [Customer Name],

Thank you for your recent booking with [Company Name]. We would like to confirm that you have acknowledged our cancellation policy as outlined below:

Cancellation Policy:

- Cancellations made [X] days before the scheduled date will receive a full refund.
- Cancellations made between [X] and [Y] days will incur a [percentage]% fee.
- No refunds will be issued for cancellations made less than [Y] days before the scheduled date.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]