

Cancellation Policy Details

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to take this opportunity to clarify our cancellation policy as it pertains to your recent booking with us.

Cancellation Policy

1. Cancellations made [insert timeframe, e.g., "48 hours"] prior to the scheduled service will receive a full refund.
2. Cancellations made [insert timeframe, e.g., "less than 48 hours"] before the scheduled service will result in a charge of [insert charge, e.g., "50% of the total amount"].
3. No-shows will not be eligible for a refund.

If you have any questions regarding our cancellation policy, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]