

Cancellation Policy Explanation

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to take a moment to explain our cancellation policy to ensure you are fully informed.

Cancellation Policy Overview

If you need to cancel your booking, please do so at least [Insert Time Frame] before your scheduled date to avoid any cancellation fees.

Details of Cancellation

- Cancellation made [Insert Time Frame] prior will receive a full refund.
- Cancellation made within [Insert Time Frame] will incur a [Insert Percentage]% cancellation fee.
- No refunds will be issued for cancellations made less than [Insert Time Frame] before the date.

We understand that situations may arise, and we are here to assist you in navigating any changes you may need to make.

Thank you for your understanding. If you have any questions, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]