

# Cancellation Policy Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the cancellation policy for [specific service or reservation] scheduled for [date].

Could you please provide me with detailed information regarding the cancellation terms, including any potential fees or deadlines? This will help me understand my options in case I need to make changes to my plans.

Thank you for your assistance. I look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Contact Information]