

Cancellation Policy Reminder

Dear [Customer's Name],

We hope this message finds you well. We would like to remind you of our cancellation policy regarding your upcoming appointment/service scheduled for [Date and Time].

As per our policy:

- Cancellations must be made at least [X] hours in advance.
- Failure to cancel within this timeframe may result in a cancellation fee of [Amount].

If you have any questions or need to reschedule, please feel free to contact us at [Contact Information].

Thank you for your understanding!

Best regards,

[Your Company Name]

[Your Company Contact Information]