

Cancellation Policy Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Review of Cancellation Policy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a review of our current cancellation policy.

As we have received feedback from our clients regarding the clarity and fairness of the policy, I believe it is necessary to reevaluate its terms and conditions.

Please find attached the current policy document along with suggestions for potential improvements.

I would appreciate your insights and any additional recommendations you may have. I look forward to discussing this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]