

# No-Show Appointment Policy

Dear [Client's Name],

We hope this message finds you well. At [Your Business Name], we strive to provide exceptional massage therapy services to all our clients. In order to maintain a high standard of care, we have implemented a no-show policy that we would like to bring to your attention.

When an appointment is not canceled or rescheduled at least [24/48] hours in advance, it is considered a no-show. No-shows not only impact our business but also restrict available appointment times for other clients who may be waiting for services.

As such, we kindly ask that you notify us at least [24/48] hours prior to your scheduled appointment if you are unable to attend. Failure to do so may result in a cancellation fee of [your fee amount] being charged to your account.

Thank you for your understanding and cooperation. We look forward to seeing you soon!

Best Regards,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]