

# No-Show Appointment Policy

Dear [Client's Name],

We hope this message finds you well. We would like to take a moment to inform you about our no-show appointment policy regarding photography sessions at [Your Studio Name].

As a courtesy to our photographers and other clients, we kindly ask that you provide at least [24/48] hours notice if you need to reschedule or cancel your appointment. Failure to do so will result in a no-show fee of [Amount] being charged to your account. This policy is in place to ensure fairness and to help us allocate our time efficiently.

Your understanding and cooperation are greatly appreciated, and we look forward to capturing your memorable moments soon!

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Studio Name]  
[Contact Information]