

Cancellation of Detox Retreat Booking

Date: [Insert Date]

To: [Retreat Center Name]

Address: [Retreat Center Address]

Dear [Retreat Coordinator's Name],

I hope this message finds you well. I am writing to formally cancel my booking for the detox retreat scheduled for [Insert Dates of Retreat], booking reference number [Insert Booking Reference Number].

Due to [insert reason for cancellation], I am unable to attend the retreat as planned. I kindly request confirmation of this cancellation and the details regarding any applicable refund policy.

Thank you for your understanding and assistance in this matter. I appreciate your prompt attention to my request.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]