

Cancellation Receipt

Date: **October 25, 2023**

Booking Reference: **ABC123456**

Dear [Customer Name],

We have received your request for cancellation of your booking. Below are the details of your cancellation:

- Booking Date: [Original Booking Date]
- Service/Facility: [Name of Service/Facility]
- Total Amount: \$[Amount]
- Cancellation Fee: \$[Fee]

Your total refund amount is: \$[Refund Amount]

The funds will be credited to your account within [X days].

If you have any questions or need further assistance, please feel free to contact us.

Thank you for your understanding.

Best regards,

[Your Company Name]

[Contact Information]