

Booking Cancellation Notification

Dear [Customer's Name],

We regret to inform you that your booking for [Service/Room Name] scheduled on [Date] has been cancelled due to [Reason for Cancellation].

If you have already made any payments, please rest assured that a full refund will be processed within [Timeframe].

We apologize for any inconvenience this may cause and appreciate your understanding. Should you have any further questions, please feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]