

Cancellation of Yoga Retreat Reservation

Date: [Insert Date]

Dear [Retreat Organizer's Name],

I hope this message finds you well. I am writing to formally cancel my reservation for the upcoming yoga retreat scheduled for [Insert Dates]. Unfortunately, due to a family emergency, I will be unable to attend.

I truly regret missing this opportunity and hope to join a future retreat. Please let me know if there are any cancellation processes I should follow or any fees that apply.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]