

Cancellation of Yoga Retreat

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Retreat Organizer's Name]

[Retreat Organization Name]

[Organization Address]

[City, State, ZIP Code]

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] at [Retreat Location]. Unfortunately, due to unforeseen circumstances, I am unable to attend.

I kindly request information regarding the process for obtaining a refund of my deposit/fees paid. Please advise on the necessary steps and any forms that may need to be completed for this process.

Thank you for your understanding. I appreciate your assistance and look forward to your prompt response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]