

# Cancellation Request for Yoga Retreat

Dear [Retreat Coordinator's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my reservation for the yoga retreat scheduled on [Date] at [Location].

Due to unforeseen circumstances regarding [brief reason if you wish to include], I am unable to attend. I understand the cancellation policy and request confirmation of my cancellation and any applicable refunds.

Thank you for your understanding and assistance in this matter. I hope to participate in future retreats.

Sincerely,

[Your Name]

[Your Contact Information]