

Cancellation of Yoga Retreat

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that due to ongoing travel restrictions related to [specific reason, e.g., COVID-19], we must cancel the upcoming Yoga Retreat scheduled for [insert date and location].

Your health and safety is our priority, and we believe it is best to postpone gatherings until travel conditions improve.

If you have made any payments, rest assured that we will process a full refund to you within the next [insert timeline, e.g., 14 days].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. We look forward to welcoming you to our future retreats when it is safe to do so.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Title/Position]

[Company/Organization Name]

[Contact Information]