

Cancellation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter confirms the cancellation of your reservation for the meditation retreat scheduled from [Start Date] to [End Date].

Your spot has been successfully canceled, and you will not be charged for the upcoming event. If you have made any payments, our team will process a full refund within [Insert Time Frame].

We understand that circumstances can change, and we appreciate your understanding in this matter. If you wish to join us for future retreats, we would be delighted to welcome you back.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for considering our retreat.

Sincerely,

[Your Name]

[Your Position]

[Retreat Organization Name]

[Contact Information]