

Cancellation Notice

Date: [Insert Date]

To: [Retreat Organizer's Name]

[Retreat Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Retreat Organizer's Name],

I am writing to formally notify you that I wish to cancel my reservation for the upcoming meditation retreat scheduled for [insert dates] at [insert location].

Due to [brief reason for cancellation, if desired], I am unable to attend the retreat. I appreciate your understanding in this matter.

As per your cancellation policy, I would like to request confirmation of my cancellation and any information regarding the refund process, if applicable.

Thank you for your attention to this matter. I hope to participate in a future retreat.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]