

Cancellation Request for Meditation Retreat Participation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Retreat Organizer's Name]

[Retreat Center Name]

[Center Address]

[City, State, Zip Code]

Dear [Retreat Organizer's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my participation in the upcoming meditation retreat scheduled for [Retreat Dates]. Unfortunately, due to [brief explanation of reason, e.g., unforeseen circumstances, personal matters], I will not be able to attend.

I understand the cancellation policy and would like to know if it is possible to receive a refund or any further assistance regarding my situation.

Thank you for your understanding. I apologize for any inconvenience this may cause and hope to participate in future retreats.

Sincerely,

[Your Name]