

Cancellation of Meditation Retreat

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my attendance at the upcoming meditation retreat scheduled for [insert dates].

Due to [insert reason for cancellation, e.g., unforeseen circumstances, personal reasons, etc.], I am unable to partake in this enriching experience. I appreciate your understanding in this matter and sincerely apologize for any inconvenience this may cause.

If possible, I would like to inquire about any refund policies or future retreat options. I hope to participate in a retreat at a later date.

Thank you for your understanding. I look forward to your response.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]