

Cancellation of Meditation Retreat

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I must cancel my participation in the meditation retreat scheduled for [Insert Dates] at [Insert Location].

Due to unforeseen circumstances, I am unable to attend. I was genuinely looking forward to this retreat and the opportunity to deepen my practice and connect with others.

If possible, I would appreciate any information regarding your cancellation policy and whether I could receive a refund or apply my registration fee to a future retreat.

Thank you for your understanding. I hope to have the opportunity to participate in a future retreat.

Sincerely,

[Your Name]

[Your Contact Information]