

Cancellation of Meditation Retreat Booking

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Retreat Center's Name]

[Retreat Center's Address]

[City, State, Zip Code]

Dear [Retreat Coordinator's Name],

I am writing to formally cancel my booking for the meditation retreat scheduled from [Start Date] to [End Date]. My reservation number is [Reservation Number].

Due to [reason for cancellation, e.g. unforeseen circumstances], I am unable to attend the retreat as planned. I apologize for any inconvenience this may cause and appreciate your understanding.

If possible, I would appreciate a confirmation of the cancellation, as well as information on any potential refund policies.

Thank you for your assistance.

Sincerely,

[Your Name]