

Subject: Cancellation of Meditation Retreat Attendance

Dear [Retreat Organizer's Name],

I hope this message finds you well. I am writing to formally notify you of my cancellation for the upcoming meditation retreat scheduled for [Retreat Dates].

Due to unforeseen circumstances, I am unable to attend. I regret any inconvenience this may cause and appreciate your understanding.

If possible, please let me know about the process for any potential refunds or credits for future retreats.

Thank you for your understanding. I hope to join you for another retreat in the future.

Warm regards,

[Your Name]

[Your Contact Information]