

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Retreat Center Name]

[Retreat 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 reservation for the meditation retreat scheduled for [retreat dates]. My reservation details are as follows:

Participant Name: [Your Name]

Reservation Number: [Your Reservation Number]

Due to [brief explanation of reason for cancellation, e.g., unforeseen circumstances, personal reasons], I regret that I will be unable to attend.

I kindly request confirmation of my cancellation and any information regarding any applicable refund policies.

Thank you for your understanding and support. I hope to participate in future retreats when circumstances allow.

Sincerely,

[Your Name]