

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Retreat Organizer's Name]

[Retreat Center's Name]

[Retreat Center's Address]

[City, State, Zip Code]

Dear [Retreat Organizer's Name],

I hope this message finds you well. I am writing to formally withdraw my reservation for the meditation retreat scheduled for [Retreat Dates]. Due to [brief reason if you wish to include], I will not be able to attend.

I understand the policies regarding cancellations, and I will comply with any necessary procedures to finalize my withdrawal. Please confirm my withdrawal, and let me know if there are any additional steps I need to take.

Thank you for your understanding. I appreciate the work you do and hope to participate in a future retreat.

Sincerely,

[Your Name]