

# Cancellation of Wellness Retreat Reservation

Date: [Insert Date]

To: [Retreat Organizer's Name]

[Organizer's Address]

[City, State, Zip Code]

Dear [Retreat Organizer's Name],

I am writing to formally notify you that I need to cancel my reservation for the wellness retreat scheduled from [Start Date] to [End Date]. My reservation number is [Reservation Number].

Unfortunately, due to [brief reason for cancellation, e.g., unforeseen circumstances, personal reasons], I will be unable to attend. I understand the cancellation policy outlined in the agreement and hope to receive any eligible refunds.

Thank you for your understanding. I hope to participate in a future retreat when circumstances allow.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]