

Cancellation Notice

Date: [Insert Date]

To: [Retreat Organizer's Name]

[Retreat Organizer's Address]

[City, State, Zip Code]

Dear [Retreat Organizer's Name],

I am writing to formally notify you of my decision to cancel my reservation for the wellness retreat scheduled for [Insert Dates]. Due to [provide a brief reason if desired], I regret that I will be unable to attend.

Please confirm the cancellation of my booking and let me know if there are any further steps I need to take. I appreciate your understanding in this matter.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]