

Cancellation of Wellness Retreat Reservation

Date: [Insert Date]

To: [Retreat Organizer's Name]

[Retreat Company Name]

[Retreat Company Address]

Dear [Retreat Organizer's Name],

I hope this message finds you well. I am writing to formally cancel my reservation for the wellness retreat scheduled from [Start Date] to [End Date] at [Retreat Location]. My reservation details are as follows:

- Name: [Your Full Name]
- Reservation Number: [Your Reservation Number]
- Number of Guests: [Number of Guests]

Unfortunately, due to [provide a brief reason if desired], I will not be able to attend the retreat as planned. I kindly request confirmation of my cancellation and any information regarding potential refunds as per your cancellation policy.

Thank you for your understanding. I hope to have the opportunity to participate in a future retreat.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]