

Cancellation of Vacation Retreat Reservation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Retreat Center Name]

[Retreat Center Address]

[City, State, Zip Code]

Dear [Retreat Center Manager's Name],

I hope this message finds you well. I am writing to formally inform you that I need to cancel my reservation for the vacation retreat scheduled from [Start Date] to [End Date]. My reservation details are as follows:

Reservation Name: [Your Name]

Reservation Number: [Reservation Number]

Unfortunately, due to [brief reason for cancellation], I will not be able to attend the retreat as planned. I understand the cancellation policy and would like to inquire about any potential refunds or credits.

Thank you for your understanding. Please confirm the cancellation of my reservation at your earliest convenience.

Sincerely,

[Your Name]