

Cancellation Request for Wellness Retreat

Date: [Insert Date]

To: [Retreat Organizer's Name]

[Retreat Organizer's Contact Information]

Dear [Retreat Organizer's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my reservation for the wellness retreat scheduled from [Start Date] to [End Date]. Due to [brief reason for cancellation, e.g., unforeseen circumstances, personal matters], I am unable to attend.

My reservation details are as follows:

- Name: [Your Full Name]
- Booking Reference Number: [Your Booking Reference]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

I understand the cancellation policy and any applicable fees associated with this request. I would appreciate your confirmation of the cancellation and any details regarding a refund, if applicable.

Thank you for your understanding.

Sincerely,

[Your Full Name]