

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Retreat Center Name
Retreat Center Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for my reservation at the [Retreat Name] scheduled for [dates of the retreat]. Due to unforeseen circumstances, I am unable to attend.

I understand that the cancellation policy states [mention relevant policy details], and as I am reaching out [mention the time frame], I hope you will consider my request favorably.

Thank you for your understanding. I look forward to your prompt response regarding the status of my refund.

Sincerely,
[Your Name]