

# Appointment Cancellation Terms and Conditions

Dear [Client's Name],

We regret to inform you that your appointment scheduled for [Date] at [Time] has been canceled. Below are the terms and conditions regarding appointment cancellations:

## Cancellation Policy

- Cancellations must be made at least [Notice Period, e.g., 24 hours] in advance.
- Failure to cancel within the specified period will result in a cancellation fee of [Fee Amount].
- Clients can reschedule their appointment by contacting us at [Contact Information].
- Refunds for canceled appointments will be processed within [Processing Time].

We appreciate your understanding and look forward to assisting you in the future.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]