

Cancellation Policy Update

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an important update regarding our cancellation policy.

Effective **[Effective Date]**, our cancellation policy will be updated as follows:

- Cancellations made **[Time Period]** prior to your scheduled appointment will receive a full refund.
- Cancellations made **[Time Period]** before the appointment will incur a **[Fee/Percentage]** fee.
- No refunds will be issued for cancellations made **[Time Period]** within the appointment timeframe.

We understand that circumstances may change, and we appreciate your understanding as we implement these changes to better serve our community.

If you have any questions or concerns about the new policy, please feel free to reach out to us at **[Contact Information]**.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]