

Cancellation Policy Reminder

Dear [Customer's Name],

We hope this message finds you well. We wanted to take a moment to remind you of our cancellation policy regarding your scheduling with us.

As a reminder, cancellations must be made at least [X hours/days] in advance to avoid any cancellation fees. If a cancellation is made after this time frame, a fee of [amount] will be charged to your account.

We appreciate your understanding and cooperation. If you have any questions, feel free to reach out to us.

Thank you for choosing us!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]