

# Client Cancellation Guidelines

Dear [Client Name],

We understand that circumstances may change and you may need to cancel your services with us. Below are our cancellation guidelines:

## Cancellation Notice Period

Please provide us with a written notice of cancellation at least [X days/weeks] in advance of your next scheduled appointment or billing cycle.

## Cancellation Fees

Any cancellations made less than [X hours/days] before the appointment will incur a fee of [amount].

## Refund Policy

Refunds for early cancellations will be processed according to our standard policy, which states that [brief explanation of refund policy].

## Contact Information

If you have any questions or need further assistance regarding your cancellation, please feel free to contact us at [phone number] or [email address].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]