

Cancellation Notice

Date: [Insert Date]

To: [Insert Spa Name]

Address: [Insert Spa Address]

Dear [Spa Manager's Name],

I am writing to formally notify you of the cancellation of my spa service appointment scheduled for [Insert Date and Time].

Unfortunately, due to [reason for cancellation], I will not be able to attend the appointment.

Please let me know if there are any cancellation fees or further actions required on my part. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]