

# Cancellation Policy Clarification Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to clarify our cancellation policy to ensure there is no confusion regarding the terms and conditions associated with our services.

## Cancellation Policy

Our cancellation policy is as follows:

- Cancellation requests made [insert timeframe, e.g., "24 hours before the scheduled appointment"] will receive a full refund.
- Cancellations made [insert timeframe, e.g., "less than 24 hours before the appointment"] will incur a [insert percentage]% cancellation fee.
- No-shows will be charged the full service fee.
- To cancel your appointment, please contact us at [insert contact details].

If you have any questions or need further clarification, please do not hesitate to reach out. We appreciate your understanding of our policies.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]