

Cancellation Policy Details

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your recent booking with us. We would like to take this opportunity to inform you about our cancellation policy:

Cancellation Policy

If you wish to cancel your booking, please note the following:

- Cancellations made more than [X days] prior to the booking date will be fully refunded.
- Cancellations made between [X days] and [Y days] prior to the booking date will incur a [Z%] cancellation fee.
- Cancellations made less than [Y days] before the booking date will be non-refundable.

To process your cancellation, please contact our customer service team at [Contact Information] or visit our website at [Website URL].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]