

Cancellation Policy Framework

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of our cancellation policy framework, which will help ensure clarity and understanding in case cancellation is required.

1. Cancellation Notification

All cancellations must be communicated in writing via email or through our official website at least [Insert Notice Period] prior to the scheduled appointment or service date.

2. Refund Policy

Refunds will be processed within [Insert Time Frame] after receiving a cancellation request. Please note that a [Insert Percentage] cancellation fee will apply to all refunded amounts.

3. Rescheduling Policy

Clients have the option to reschedule their appointment without penalty if done within the cancellation notification period.

4. Exceptions

Exceptions to this policy may apply in special circumstances such as medical emergencies or natural disasters. Documentation may be required.

Thank you for your understanding and cooperation. Should you have any questions, feel free to reach out to our customer service team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]