

Cancellation Policy Guidelines

Dear [Customer's Name],

We appreciate your business and want to inform you about our cancellation policy to ensure a smooth experience. Please review the following guidelines:

Cancellation of Services

- Cancellations must be made at least [number] days in advance to avoid additional charges.
- For cancellations made less than [number] days before the scheduled date, a fee of [amount] will apply.
- Cancellations can be made via [method of cancellation, e.g., phone, email, etc.].

Refund Process

- Refunds will be processed within [number] business days of cancellation approval.
- A confirmation email will be sent once the refund is processed.

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,
[Your Company Name]