

# Cancellation Policy Instructions

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of our cancellation policy for your reference:

## Cancellation Notice

If you wish to cancel your reservation, please notify us in writing at least [X days] prior to your scheduled appointment.

## Refund Policy

Refunds will be processed according to the following guidelines:

- Full refund for cancellations made [X days] in advance.
- 50% refund for cancellations made [Y days] in advance.
- No refund for cancellations made less than [Z days] in advance.

## How to Cancel

To initiate a cancellation, please follow these steps:

1. Contact us via email at [email address].
2. Include your reservation details (name, date, and confirmation number).
3. Receive a confirmation email of your cancellation request.

Thank you for your understanding. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]