

# Cancellation Policy Overview

Dear [Customer's Name],

We appreciate your business and would like to inform you of our cancellation policy.

## Cancellation Terms

- All cancellations must be made [insert number of days] days in advance.
- For cancellations made in less than [insert number of days] days before the scheduled date, a fee of [insert fee amount] will be applied.
- Refunds will be processed within [insert time frame] days of the cancellation request.

## How to Cancel

To cancel your reservation, please contact us at [insert contact information] or reply to this email.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]