

Cancellation Policy Procedures

Date: [Insert Date]

Dear [Client's Name],

We regret to inform you that your reservation for [Service/Product] scheduled on [Date] has been canceled. We understand that changes to plans can be necessary, and we would like to provide you with our cancellation policy procedures for your reference.

Cancellation Policy

- All cancellations must be made in writing at least [insert notice period] prior to the scheduled date.
- Any cancellations made after this period will incur a [insert percentage] fee of the total cost.
- In cases of emergency or unforeseen circumstances, please contact us directly, and we will do our best to accommodate your needs.
- Refunds will be processed within [insert timeframe] upon approval of the cancellation request.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]