

Cancellation Policy Response

Dear [Customer's Name],

Thank you for reaching out regarding your cancellation request. We appreciate your understanding of our cancellation policy, which is outlined below:

Cancellation Policy:

- Cancellations made [insert time frame, e.g., 24 hours] before the scheduled date will receive a full refund.
- Cancellations made within [insert time frame, e.g., 24 hours] will incur a [insert percentage, e.g., 50%] cancellation fee.
- No-shows will be charged the full amount.

If you have any further questions or need assistance with your request, please do not hesitate to contact us.

Thank you for your cooperation.

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