

# Cancellation Policy Summary

Dear [Customer's Name],

We appreciate your business and want to ensure that you are aware of our cancellation policy. Please find below the key points regarding cancellations:

## Cancellation Notice

To avoid any cancellation fees, please notify us at least [X days] prior to your scheduled appointment/service.

## Cancellation Fees

If a cancellation is made less than [X days] in advance, a fee of [amount or percentage] will be charged.

## No-Show Policy

If you fail to show up for your appointment without prior notice, a no-show fee of [amount] will be applied.

## Rescheduling

You may reschedule your appointment without a fee if you provide notice at least [X days] in advance.

Thank you for your understanding and cooperation.

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