

Cancellation Policy Terms

Date: [Insert Date]

To Whom It May Concern,

This letter serves to inform you of our cancellation policy as outlined below:

Cancellation Terms

- Cancellations must be made at least [Insert Notice Period] in advance to avoid penalties.
- All cancellations should be submitted in writing via email or postal mail.
- In the event of a cancellation within the notice period, a fee of [Insert Fee Amount] may be applied.
- Refunds for deposits will be processed within [Insert Time Frame] following the cancellation confirmation.

We appreciate your understanding and cooperation in this matter. Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]