

Cancellation Policy

Dear [Client's Name],

Thank you for choosing [Your Company Name] for your wedding services. We strive to provide exceptional service to make your special day memorable. However, we understand that circumstances may arise that could lead to a change of plans.

Cancellation Terms

If you need to cancel your services with us, please review our cancellation policy outlined below:

- All cancellations must be made in writing and sent to [Email Address] or mailed to [Physical Address].
- Cancellations made more than [X days/weeks] before the wedding date will receive a full refund of deposits minus a processing fee of [Amount].
- Cancellations made between [X days/weeks] and [Y days/weeks] before the wedding date will receive a [Percentage]% refund of the total amount paid.
- Cancellations made less than [Y days/weeks] before the wedding date are non-refundable.

Rescheduling Policy

If you would like to reschedule your services, we will do our best to accommodate you subject to availability. Please contact us as soon as possible to discuss your options.

We appreciate your understanding of our cancellation policy and look forward to being part of your special day.

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