

## Cancellation Policy Email

Dear [Client's Name],

I hope you're well. I wanted to take a moment to remind you of my cancellation policy. If you need to cancel or reschedule your cleaning service, please notify me at least [Time Frame] in advance. Cancellations made after this time may incur a cancellation fee of £[Amount].

Thank you for your understanding.

Best regards,  
[Your Name]



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