

Cancellation Notice for University Extension Program Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department/Office Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to cancel my registration for the [Name of the Extension Program] at [University Name], scheduled to commence on [Start Date].

Due to [brief reason for cancellation], I am unable to participate in this program. I understand the implications of this cancellation and would appreciate confirmation that my registration has been formally canceled.

Thank you for your understanding. Please let me know if you require any further information.

Sincerely,

[Your Name]