

# Cancellation of Student Wellness Workshop Attendance

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally cancel my attendance at the upcoming Student Wellness Workshop scheduled for [Insert Date of Workshop].

Unfortunately, due to unforeseen circumstances, I am unable to participate as planned. I sincerely apologize for any inconvenience this may cause and appreciate your understanding.

If possible, I would like to request any materials or resources that will be shared during the workshop to ensure I can benefit from them despite my absence.

Thank you for your attention to this matter. I hope to attend future workshops.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]