

# Course Membership Cancellation Request

Dear [Course Administrator's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my membership for the [Course Name] effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, e.g., personal reasons, time constraints], I am unable to continue with the course. I appreciate the opportunities for learning and growth that I have experienced during my time in the course.

Please confirm the cancellation of my membership and any necessary next steps regarding this matter. If there are any final procedures or paperwork required, do let me know.

Thank you for your assistance. I wish you and the course all the best for the future.

Sincerely,

[Your Name]

[Your Contact Information]

[Date]