

Cancellation of Seminar Registration

Dear [Recipient's Name],

I am writing to formally notify you that I must cancel my registration for the [Seminar Title] scheduled on [Date] due to [reason for cancellation].

As per the cancellation policy, I request a refund of the registration fee of [Amount]. Please let me know if you require any additional information to process my refund.

Thank you for your understanding. I hope to participate in future seminars.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]