

# Cancellation of Certification Exam Enrollment

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the cancellation of my enrollment in the upcoming certification exam scheduled for [Exam Date]. My registration details are as follows:

Exam Name: [Exam Name]

Registration Number: [Registration Number]

Due to [brief reason for cancellation], I am unable to attend the exam. I kindly ask for confirmation of my cancellation and any necessary next steps regarding this matter.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]