

Cancellation of Continuing Education Session Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Subject: Cancellation of Registration for [Course Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the cancellation of my registration for the continuing education session titled "[Course Name]" scheduled for [Date/Time].

Unfortunately, due to [brief reason for cancellation, e.g., unforeseen circumstances, scheduling conflict], I am unable to attend. I apologize for any inconvenience this may cause.

I kindly ask for confirmation of my cancellation and any information regarding possible refunds, if applicable.

Thank you for your understanding.

Sincerely,

[Your Name]