

Subject: Request for Refund Due to Workshop Cancellation

Dear [Organizer's Name],

I hope this message finds you well. I am writing to formally request a refund for the workshop titled "[Workshop Title]" that was scheduled on [Date], which I understand has been canceled.

Unfortunately, the cancellation was unexpected, and I was looking forward to participating. As per your refund policy, I would like to request a full refund of my registration fee.

Here are my details for your reference:

- Name: [Your Name]
- Email: [Your Email]
- Registration ID: [Your Registration ID]

Thank you for your attention to this matter. I appreciate your prompt response regarding the refund process.

Sincerely,

[Your Name]

[Your Contact Information]