

Cancellation of Registration

Date: [Date]

To: [Library Name]

Address: [Library Address]

Dear [Library Coordinator's Name],

I hope this message finds you well. I am writing to formally cancel my registration for the Critical Thinking Workshop scheduled on [Workshop Date]. Due to [reason for cancellation], I will not be able to attend.

I appreciate your understanding and support regarding this matter and apologize for any inconvenience this may cause.

Thank you for your assistance, and I hope to participate in future workshops.

Sincerely,

[Your Name]

[Your Contact Information]