

Cancellation Notice

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally notify you that I need to cancel my reservation for the upcoming Wine and Painting class scheduled on [Date] at [Time].

Unfortunately, due to [reason for cancellation], I will not be able to attend.

I appreciate your understanding and hope to join another class in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]