

# **Cancellation Request for Language Proficiency Test**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my registration for the upcoming language proficiency test scheduled on [Test Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, personal reasons], I am unable to attend.

I understand that there may be cancellation policies in place, and I would appreciate your guidance on how to proceed with this request. If applicable, I would like to inquire about the possibility of receiving a refund for the registration fee.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]