

Withdrawal from Lecture Series Participation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw from the private school lecture series scheduled to take place from [start date] to [end date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, personal reasons], I regretfully must step back from participating.

I appreciate the opportunities this lecture series would have provided and hope to participate in future offerings. Thank you for your understanding.

Sincerely,

[Your Name]