

Withdrawal Notification from Artist Residency Program

Date: [Insert Date]

To: [Residency Program Coordinator's Name]

[Residency Program Name]

[Program Address]

[City, State, Zip Code]

Dear [Coordinator's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to withdraw from the [name of residency program], originally scheduled for [insert dates].

After careful consideration, I have come to the conclusion that it is in my best interest to step back from this opportunity due to [briefly explain reason, if comfortable, e.g., personal reasons, unforeseen circumstances].

I appreciate the opportunity extended to me and the support provided by your team. I sincerely apologize for any inconvenience this may cause and hope to stay connected for future opportunities.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]