

Course Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my enrollment in the [Course Name] course, scheduled to start on [Course Start Date]. Due to [brief reason for cancellation], I am unable to continue with my studies at this time.

I appreciate your understanding and assistance regarding this matter. Please let me know if there are any forms or further information you require from my side to process this request.

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

Sincerely,

[Your Name]