

Fitness Class Cancellation

Date: [Insert Date]

To: [Instructor's Name]

[Fitness Class Name]

[Gym/Fitness Center Name]

[Gym Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally cancel my attendance in the [Fitness Class Name] scheduled for [specific dates]. Due to travel commitments that I cannot postpone, I will be unable to participate in the class during this time.

I appreciate your understanding and hope to return to the class upon my return. Please let me know if you need any further information.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]