

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Dance Studio Name]

[Studio Address]

[City, State, ZIP Code]

Dear [Dance Studio Contact/Name],

I am writing to formally notify you of my cancellation of the dance class subscription effective immediately. My subscription ID is [Insert Subscription ID].

Thank you for the wonderful experiences and classes that I have attended. I appreciate all the efforts made by the instructors and staff.

Please confirm the cancellation of my subscription and let me know if there are any further actions that I need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]