

Request to Cancel Dance Studio Membership

Date: [Insert Date]

To: [Dance Studio Name]

Address: [Dance Studio Address]

Dear [Studio Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my dance studio membership, effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, e.g., personal circumstances, relocation], I am unable to continue my classes. I appreciate the experiences I gained and the support from the instructors during my time at the studio.

Please let me know if there are any formalities I need to complete or if you require further information from my end.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]