

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I must cancel my enrollment in the [Course Name] due to unforeseen circumstances.

While I was looking forward to participating in this course, unfortunately, I am unable to commit to the necessary schedule. I appreciate the opportunity to be part of this program and hope to re-enroll in the future.

Please let me know if any formal procedures are required from my side to finalize this cancellation.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Contact Information]