

Letter of Intent to Cancel Language Course Participation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you of my intention to cancel my participation in the language course [Course Name or Code], which I was scheduled to attend starting on [Start Date].

Due to [brief reason for cancellation, e.g., personal circumstances, scheduling conflicts, etc.], I regretfully must withdraw from the course at this time.

I kindly request confirmation of my cancellation and any further instructions regarding refunds or outstanding obligations.

Thank you for your assistance and understanding. I appreciate the opportunity to have been enrolled in your program.

Sincerely,

[Your Name]