

Cancellation of Language Course

Date: [Insert date]

To: [Instructor's Name]

[Language School Name]

[School Address]

Dear [Instructor's Name],

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

While I have enjoyed my time in the course and appreciate the valuable learning experience, unforeseen circumstances have arisen that prevent me from continuing at this time.

I am grateful for your understanding and support regarding this matter. Please let me know if there are any formalities I need to complete for cancellation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]