

Course Cancellation Request

Date: [Insert Date]

To: [Course Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my enrollment in the [Course Name] language course, scheduled to commence on [Start Date].

Due to [brief explanation of reason for cancellation, e.g., unforeseen circumstances or personal reasons], I am unable to continue with the course as initially planned.

I kindly ask for your assistance in processing my cancellation request and any information regarding potential refunds or fees, if applicable.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]