

# Language Course Termination Letter

Date: [Insert Date]

To,

[Instructor's Name]

[Language School Name]

[School Address]

Dear [Instructor's Name],

I am writing to formally notify you of my decision to terminate my participation in the [Course Name] language course, effective [Last Class Date].

Due to [briefly explain reason, e.g., personal circumstances, scheduling conflicts], I find it necessary to discontinue my studies at this time. I appreciate the effort and dedication you have shown during the course, and I have gained valuable insights during my time in your class.

Please let me know if there are any formalities I need to complete in order to finalize this process. I hope to have the opportunity to return in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]