

# Cancellation of Language Course Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of my registration for the [Course Name] language course that was scheduled to start on [Start Date]. Due to [brief reason for cancellation, e.g., personal circumstances, scheduling conflicts], I am unable to participate in the course as planned.

Please confirm the cancellation of my registration and any applicable refund process. I appreciate your understanding in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]