

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Art Class/School Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the withdrawal of my enrollment from the art class titled "[Class Name]" scheduled to commence on [Start Date]. Due to [brief reason for withdrawal], I regrettably find myself unable to continue with the class.

I appreciate the opportunity to participate and thank you for your understanding. Please let me know if there are any further steps I need to take regarding this withdrawal.

Thank you for your attention to this matter.

Sincerely,

[Your Name]