

Cancellation of Art Class Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Instructor's Name]

[Art Class Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally cancel my enrollment in the ongoing art class, [Class Name], effective [Last Class Date].

This decision was not made lightly, but due to [brief reason for cancellation, e.g., personal circumstances, scheduling conflicts], I am unable to continue with the class at this time.

I appreciate the knowledge and skills I have gained so far and thank you for your guidance during the sessions.

Please let me know if there are any additional steps I need to take regarding my cancellation. I hope to join your classes again in the future when circumstances permit.

Thank you for your understanding.

Sincerely,

[Your Name]