

Request to Cancel Art Class Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Art Class Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my registration for the art class titled "[Class Name]," scheduled to begin on [Start Date].

Due to [reason for cancellation, e.g., personal reasons, schedule conflicts], I am unable to participate in the class as planned. I understand the policies regarding cancellations and any associated fees.

Please confirm the cancellation of my registration at your earliest convenience. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]