

Cancellation of Sewing Class Enrollment

Date: [Insert Date]

Dear [Instructor's Name/ Sewing Class Coordinator],

I hope this message finds you well. I am writing to formally inform you that I must cancel my enrollment in the sewing class scheduled for [Insert Class Dates]. Unfortunately, due to [brief reason for cancellation], I am unable to attend.

As per your cancellation policy, I would like to kindly request a full refund of the class fees I have already paid. My transaction details are as follows:

- Name: [Your Name]
- Class Name: [Sewing Class Name]
- Payment Date: [Insert Payment Date]
- Transaction ID: [Insert Transaction ID]

Thank you for your understanding and assistance in this matter. I look forward to your prompt response regarding the cancellation and refund process.

Sincerely,

[Your Name]

[Your Contact Information]