

# Cancellation of Painting Class Participation

Date: [Insert Date]

To,  
[Instructor's Name]  
[Painting School/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally notify you that I must cancel my participation in the painting class scheduled to begin on [Start Date]. Unfortunately, [brief reason for cancellation, e.g., personal circumstances, scheduling conflicts].

I sincerely apologize for any inconvenience this may cause and appreciate your understanding. If possible, please confirm the cancellation of my enrollment and let me know if I can transfer my fee or re-enroll in a future session.

Thank you for your support and guidance throughout my time in your classes.

Warm regards,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]