

Withdrawal from Painting Class

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Instructor's Name]

[Painting Class Name]

[Studio/School Name]

[Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally withdraw from the [Painting Class Name] scheduled on [Days/Times] due to [reason for withdrawal, e.g., personal reasons, scheduling conflicts, etc.].

I have enjoyed my time in the class and appreciate the instruction and creativity fostered during the sessions. However, I believe it is best for me to step back at this time.

Please let me know if there are any formalities I need to complete regarding this withdrawal. Thank you for your understanding.

Sincerely,

[Your Name]