

# Course Cancellation Notice

Date: [Insert Date]

Dear [Instructor's Name/Course Coordinator],

I hope this message finds you well. I am writing to formally inform you that I must unfortunately cancel my enrollment in the cooking course scheduled to begin on [course start date]. Due to an unexpected relocation, I will no longer be able to attend.

I have thoroughly enjoyed my time in the course thus far and appreciate all the knowledge and skills I have gained. It is with regret that I must take this step, but my current situation necessitates it.

If possible, please let me know about the cancellation process and any potential refunds or credits I might be eligible for. I hope to re-enroll in the future when my circumstances allow.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]