

Course Cancellation Notification

Date: [Insert Date]

Dear [Course Coordinator's Name],

I hope this message finds you well. I am writing to formally notify you that I need to cancel my participation in the upcoming cooking course scheduled for [Insert Course Start Date]. Due to unforeseen health-related issues, I am unable to commit to the course at this time.

I appreciate your understanding and support regarding this matter. I hope to revisit this opportunity in the future once I have fully recovered.

Thank you for your attention to this cancellation. Please let me know if there are any forms or procedures I should complete.

Sincerely,

[Your Name]

[Your Contact Information]