

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will need to cancel my participation in the cooking class scheduled for [Date and Time]. Due to unforeseen commitments, the timing conflicts with my current schedule.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding of my situation. I hope to participate in future classes when the timing aligns better.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Contact Information]