

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally inform you that I will no longer be able to attend the cooking class scheduled for [Class Date] due to unforeseen personal obligations that require my immediate attention.

I sincerely apologize for any inconvenience this may cause and hope to join another class in the future when my schedule allows. Please let me know if there are any formalities I need to complete regarding the cancellation.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]