

# Cancellation Notice

Date: [Insert Date]

To: [Fitness Center Name]

Address: [Fitness Center Address]

Dear [Recipient's Name],

I am writing to formally notify you that I wish to cancel my registration for the Personal Development Workshop scheduled on [Workshop Date] at [Workshop Location].

Due to [reason for cancellation - optional], I am unable to attend the workshop as planned. I apologize for any inconvenience this may cause.

Thank you for your understanding. Please confirm the cancellation of my registration at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Membership ID (if applicable)]