

# Cancellation of Training Program Registration

Date: [Insert Date]

To,

[Trainer's Name]

[Training Organization's Name]

[Organization's Address]

Dear [Trainer's Name],

I am writing to formally cancel my registration for the [Training Program Name] scheduled for [Start Date] to [End Date].

Unfortunately, due to [reason for cancellation], I am unable to participate in the program as planned.

I would appreciate confirmation of my cancellation and any information regarding any applicable refunds, if possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]