

Service Cancellation Request

Date: [Insert Date]

To: [Course Provider Name]

Address: [Provider Address]

Dear [Provider's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my enrollment in the online course titled "[Course Name]", which I enrolled in on [Enrollment Date].

Due to [brief reason for cancellation, e.g., personal reasons, scheduling conflicts], I am unable to continue with the course at this time. I kindly ask that you process this cancellation and confirm the termination of my enrollment.

Please let me know if there are any further steps I need to take, or if there are any charges related to this cancellation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]