

# Cancellation of Seminar Registration

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally cancel my registration for the upcoming educational seminar titled "[Seminar Title]" scheduled for [Date of Seminar].

Due to [brief reason for cancellation, e.g., personal circumstances, scheduling conflicts], I am unable to attend this event.

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

Thank you for your understanding. I hope to participate in future events.

Sincerely,

[Your Name]

[Your Contact Information]