

# Cancellation of After-School Program Enrollment

Date: \_\_\_\_\_

To: [Program Coordinator's Name]

[After-School Program Name]

[Address]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally inform you that I wish to cancel the enrollment of my child, [Child's Name], in the after-school program for the [Year/Term].

This decision is due to [brief reason for cancellation, e.g., scheduling conflicts, family relocation]. I appreciate the time and effort you and your staff have invested in providing a nurturing learning environment for the children.

Please let me know if there are any forms or further steps I need to complete to finalize this cancellation. I would also appreciate confirmation of this cancellation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]