

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for JGS Exam Cancellation

I hope this message finds you well. I am writing to formally request the cancellation of my registration for the JGS exam scheduled on [Exam Date].

Due to [brief explanation of reason for cancellation], I am unable to participate in the exam. I kindly ask that you acknowledge my request and process any necessary steps related to my cancellation.

Please inform me of any further actions required on my part or any potential refunds, if applicable. Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Registration Number or ID if applicable]