

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Instructor's Name]
[Kung Fu School Name]
[School Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to withdraw from the Kung Fu class at [Kung Fu School Name], effective [Last Day of Attendance].

I have truly appreciated my time at the school and have gained invaluable skills. However, due to [brief reason for withdrawal, e.g., personal circumstances, schedule conflicts], I can no longer continue my training. Please let me know of any necessary procedures I should follow to complete the withdrawal process. I would also appreciate any information regarding potential future classes or re-enrollment options.

Thank you for your understanding and support.

Sincerely,
[Your Name]