

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my registration for the [specific program name] scheduled for [dates of the program] due to [reason for cancellation, if you wish to include it].

According to the cancellation policy, I understand that I should provide written notice to cancel my participation. My registration number is [registration number].

I would appreciate confirmation of the cancellation and any information regarding any potential refunds or further steps I need to take.

Thank you for your attention to this matter.

Sincerely,
[Your Name]