

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Udemy Support

[Udemy Address or Email]

Dear Udemy Support Team,

I hope this message finds you well. I am writing to formally request the cancellation of my enrollment in the course titled "[Course Title]"

(Order ID: [Your Order ID]), which I purchased on [Purchase Date].

Due to [reason for cancellation, e.g., personal circumstances, schedule conflicts, etc.], I am unable to continue with the course at this time. I would appreciate your assistance in processing this cancellation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Udemy Account Email]

[Your Contact Number]