

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of my Zumba class scheduled for [date of the class] due to [reason for cancellation, e.g., unforeseen circumstances, personal reasons, etc.].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please confirm the cancellation at your earliest convenience.

Thank you for your support.

Sincerely,
[Your Name]