

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I need to cancel my participation in the Zumba class scheduled for [date and time] due to [reason for cancellation, e.g., personal reasons, scheduling conflict].

I appreciate the wonderful experience I've had in the class thus far and hope to join again in the future when my schedule allows.

Thank you for your understanding.

Sincerely,

[Your Name]

[Member ID (if applicable)]