

College Admission Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Admissions Office]

[College/University Name]

[Address]

[City, State, Zip Code]

Subject: Admission Cancellation

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally request the cancellation of my admission to [College/University Name] for the upcoming [semester/academic year]. I was recently offered admission to [College/University Name], and I appreciate the opportunity to be considered for enrollment. However, after careful consideration, I have decided to decline the admission offer and pursue a different academic path.

I would like to express my deepest gratitude to [College/University Name] for accepting my application and for the time and effort the admissions committee invested in reviewing my credentials. It was a challenging decision to make, and I genuinely value the opportunity given to me.

Please consider this letter as an official cancellation of my admission to [College/University Name]. I kindly request that you update my status in your records accordingly. Furthermore, I would be grateful if you could provide any necessary guidance on the formalities required for this cancellation process.

Once again, I would like to thank you for the opportunity and for your understanding. I wish [College/University Name] continued success in the future and hope that this decision will open up opportunities for another deserving student.

If there are any forms or documents that require my signature to complete the cancellation process, please do not hesitate to send them to me at the address mentioned above. Should you have any further questions or require any additional information from me, feel free to contact me via email at [Email Address] or by phone at [Phone Number].

Thank you for your understanding, and I apologize for any inconvenience this may cause.

Sincerely,

[Your Full Name]

[Signature if submitting a physical letter]