

Official institutional course cancellation letter

Subject: Official Course Cancellation Notice

Dear Enrolled Students,

The [Institution Name] hereby officially cancels [Course Name/Code] originally scheduled to commence on [Date]. This cancellation is due to [specific institutional reason].

Affected students will receive:

- Complete tuition refund within 10 business days
- Priority enrollment in alternative courses
- Academic credit transfer where applicable
- Extended enrollment period for substitute courses

This decision aligns with our commitment to maintaining educational quality standards. The course may be rescheduled for the next academic term pending sufficient enrollment and instructor availability.

For immediate assistance, please visit the Student Services Office or call [phone number].

Respectfully,

[Administrator Name]

[Title]

[Institution Seal/Letterhead]

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