

Parent requesting course cancellation for child

Subject: Course Cancellation Request for [Child's Name]

Dear Course Coordinator,

I hope this message finds you well. I am writing with a heavy heart to request cancellation of my child [Child's Name]'s enrollment in [Course Name].

Due to unexpected family circumstances [brief explanation: financial hardship, relocation, health issues], we can no longer continue with this course. This decision is particularly difficult as [Child's Name] was genuinely excited about participating.

I want to express our sincere gratitude for the wonderful program you've created. The brief time [Child's Name] spent in your course was truly enriching, and we hope to re-enroll when our situation improves.

Could you please process the cancellation and advise about any refund policies? We understand if there are administrative fees involved.

Thank you for your understanding during this challenging time.

Warm regards,

[Parent Name]

[Contact Information]

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