

Medical reason course cancellation letter

Subject: Course Cancellation Due to Medical Circumstances

Dear Academic Affairs Office,

I am writing to request immediate cancellation of my enrollment in [Course Name/Code] due to serious medical circumstances that prevent me from continuing my studies.

Following medical advice, I must take an indefinite leave from academic activities. Enclosed medical documentation from [Doctor/Hospital Name] supports this request for course cancellation on health grounds.

I understand this may affect my academic progress, but my health must take priority at this time. I would appreciate your assistance in processing this cancellation with minimal academic penalty, given the medical nature of this request.

Please confirm receipt and advise on procedures for potential re-enrollment when my health permits.

I appreciate your understanding and cooperation.

Respectfully,

[Your Name]

[Student/Registration ID]

Enclosures: Medical Certificate, Doctor's Recommendation

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