

Professional Cancellation Letter

Subject: Request for Admission Cancellation

Dear [Admissions Officer's Name],

I am writing to formally request the cancellation of my admission to [Institution Name] for the [Program Name] beginning in [Start Date]. Due to unforeseen personal circumstances, I will not be able to join the program this year.

Kindly confirm the cancellation and provide guidance on any necessary procedures or documentation. I appreciate your assistance in this matter.

Sincerely,

[Your Name]

[Application ID/Student ID]

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