

Casual Digital Message

Hi [Admissions Officer's Name],

I hope this message finds you well. I need to cancel my admission for the [Program Name] at [Institution Name] starting [Start Date]. Unfortunately, personal reasons prevent me from attending this year.

Please let me know if any further steps are needed on my part. Thanks for your understanding.

Best,

[Your Name]

[Application ID]

Get more templates here:

<https://www.lettersandtemplates.com/letters/admission-cancellation-letter>