

Cancellation with Refund

Subject: Admission Cancellation and Refund Request

Dear [Admissions Office],

I hereby request the cancellation of my admission to [Program Name] at [Institution Name] for [Start Date]. I would also like to request information regarding the refund process for any fees paid.

Your guidance on the necessary documentation and procedures would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Student ID/Application ID]

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