[Name of Recipient]

[Address of Recipient]

Date:

[Sender’ Name]

[Sender’s Address]

**Subject: Letter to Cancel the Application for Course/Training**

Dear Mr./Mrs. [name of the Recipient],

I am writing this letter to request you to cancel my application for the [mention name of the training or program or course]. I applied for the program on [mention date] and submitted a fee of [mention the amount]. Unfortunately, I had to travel out of country and hence I would not be able to take part in the training program.

Therefore, it is my humble request to you to please cancel my application for [mention the name of the training or program or course] and refund my fee to me. Please find attached the receipt of the admission fee along with this letter.

Feel free to contact me for any further details or information.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]