
Cancellation Letter for College Admission

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Today's Date]

[Admission Office/Registrar's Name]
[College Name]
[College Address]
[City, State, Zip Code]

Subject: Cancellation of College Admission for [Your Name/Student ID]

Dear [Registrar/Admission Office],

I am writing to formally request the cancellation of my admission at [College Name] for the [program name] scheduled to commence on [start date]. Due to [briefly state your reason, if necessary], I am unable to pursue the program further.

Please consider this as my official request for the cancellation of my admission, and kindly process the refund of any fees paid, as per the college's refund policy.

Thank you for your assistance and understanding.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Email Address]