Sample Timeshare Cancellation Letter

From

Ms Lynda Thompson

Drama Teacher

Arts and Learning Institute

67 Davis Streets

Embargo 57994

To

Group I and Group II

Arts and Learning Institute

67 Davis Streets

Embargo 57994

Date: 28 May, 2014

Subject: Cancellation of the Timeshare Request

Dear Fellows,

This letter is in reply of the application requested for the timeshare forwarded by the class representatives of Group I and Group II regarding the combined practical classes for the stage dialogue delivery lessons for both the groups.

I strongly feel that the practical classes are very important for every Creative Study So as for the drama the stage dialogue delivery practice is the most important part of learning. I really appreciate the unity and quest for learning of the Group I and Group II. However, I will not serve the purpose of learning for both the groups because for me it is not possible to pay attention on the 45 students at a same time.

Practical class requires a keen attention on the each aspirant so it would not be possible for me to pay the same attention on both the groups. Hence combined practical classes for the stage dialogue delivery lessons for Group I and Group II is not a good idea for the sake of your learning and the application is hereby cancelled.

Yours faithfully,

Ms Lynda Thompson

Drama Teacher

Arts and Learning Institute