Barbarossa Lernstudio

Bertoldstraße 20

79098 Freiburg im Breisgau, Germany

November 26, 2019

Caecilienstraße 23

58452 Witten, Germany

Dear Ms. Keyes:

Our sincere apologies for the lack of clarity with our staff member at the Witten branch. We strive to create a supportive learning environment for all our students, regardless of their learning level. As our administrative staff generally work with our German-speaking staff, their fluency in English and the other languages of our students is not guaranteed.

Please sign and return the attached form to terminate your contract. Once received, you will be sent a letter of confirmation that your request has been granted.

In the case you are interested in our full course selection, enclosed is a pamphlet listing our complete range of German learning courses. Our student discounts can be found on page 2 and is listed in English for your convenience. Alternatively, you can call my direct line for a verbal consultation.

We look forward to supporting you find the course best suited to your current needs.

Sincerely,

[signature]

Mr. Kasso

Barbarossa Lernstudio Employee

Encl. contract termination form and courses pamphlet