

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name or School Administrator's Name],
I am writing to formally request the withdrawal of my child, [Child's Full Name], from [School Name], effective [Last Date of Attendance]. This decision was not made lightly, and various factors have led us to this conclusion, including [briefly state reasons, if comfortable, e.g., relocation, personal reasons, etc.]. Please let us know if there are any forms or procedures we need to complete as part of the withdrawal process. We appreciate the education and support that [Child's Name] has received during their time at your school.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]