

[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 Registrar],

Subject: Withdrawal Request for [Child's Name]

I am writing to formally request the withdrawal of my child, [Child's Name], from [School Name], effective [Last Day of Attendance].

Due to [reason for withdrawal, e.g., relocation, personal circumstances, etc.], we have decided that this is the best course of action for our family.

Please let us know the necessary steps we need to follow to complete this process and any paperwork that must be submitted.

Thank you for your attention to this matter. We appreciate the education and support provided during [Child's Name]'s time at [School Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]