

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, ZIP Code]

Dear [Parent's Name],

Subject: Dismissal Notice for [Student's Name]

We regret to inform you that [Student's Name] has been dismissed from [School Name], effective [Effective Date]. This decision has been made after careful consideration and is based on [brief reason for dismissal]. We understand that this may be difficult for you and [Student's Name]. We encourage you to reach out to our administration if you have any questions or require further details regarding this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]