

[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/School Administrator's Name],
I am writing to formally notify you of my decision to withdraw my child,
[Child's Name], from [School Name], effective [Last Day of Attendance].
This decision was made after careful consideration and is based on [brief
reason for leaving, if appropriate]. We are grateful for the support and
education provided to [Child's Name] during their time at [School Name].
Please let us know if there are any forms or procedures we need to
complete as part of this process.
Thank you once again for your understanding and support.
Sincerely,
[Your Name]