

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Withdrawal of Admission

I hope this letter finds you well. I am writing to formally withdraw my child's admission to [School's Name] for the [academic year/semester]. My child's name is [Child's Name], and their admission ID is [Admission ID, if applicable].

After careful consideration, we have decided to pursue other educational opportunities for [Child's Name]. This decision was not made lightly, and we appreciate the time and effort the school has dedicated to our child thus far.

Please let us know if there are any formalities we need to complete regarding this withdrawal. We wish [School's Name] continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending hard copy)]