

Non-Renewal of Student Enrollment

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We hope this message finds you well. We are writing to inform you that after careful consideration, we will not be renewing [Student's Name]'s enrollment for the upcoming academic year.

This decision was made based on [brief explanation if applicable, e.g., academic performance, behavioral issues, etc.]. We believe this is in the best interest of [Student's Name] and the school community.

We encourage you to explore alternative educational opportunities for [Student's Name]. We appreciate the time [he/she/they] spent with us and wish [him/her/them] the very best in all future endeavors.

If you have any questions or need assistance during this transition, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[School Name]