

Request for School Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request an exemption for my child, [Child's Name], from attending [School's Name] due to their special educational needs.

As you may be aware, [Child's Name] has been diagnosed with [specific condition or disability], which significantly impacts their learning experience. After consulting with [doctors/educational specialists], we believe that an alternative educational arrangement would serve [Child's Name]'s needs more effectively.

We kindly ask that you consider this request and provide us with the necessary documentation and steps we need to follow in order to proceed with the exemption process. I am happy to provide any additional information or meet at a time convenient for you to discuss this matter further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]