

Request for School Exemption

Date: [Insert Date]

To:

[School Principal's Name]

[School Name]

[School Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a school exemption for my child, [Child's Full Name], who is currently enrolled in [Grade/Class Name] at [School Name]. Due to our family's upcoming relocation to [New Location], we will need to transition [Child's Name] to a new school that aligns with our new residence.

The move is scheduled for [Relocation Date], and we believe that it is in the best interest of our child's educational experience to complete the current academic year before transitioning. Therefore, I kindly seek your approval for this exemption, allowing [Child's Name] to be excused from [School Name] effective [Effective Date].

We appreciate your understanding and support in this matter. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request.

Sincerely,

[Your Full Name]

[Your Address]

[Your Contact Information]