

Request for Withdrawal

Date: _____

To Whom It May Concern,

I, [Guardian's Name], am the guardian of [Student's Name], a student at [School Name]. I am writing to formally request the withdrawal of my ward from the institution, effective [Last Day of Attendance].

This decision has not been made lightly, and we appreciate the support and education provided by [School Name] during [his/her] time there.

Should you require any further information or documentation to process this request, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Guardian's Name]

[Guardian's Address]

[Guardian's Phone Number]

[Guardian's Email Address]