

# School Withdrawal Request

**Date:** [Insert Date]

**To:** [Principal's Name]

**School Name:** [School Name]

**School Address:** [School Address]

Dear [Principal's Name],

I am writing to formally request the withdrawal of my child, [Child's Full Name], from [School Name], effective [Effective Withdrawal Date]. This decision comes after careful consideration of our family's circumstances.

We appreciate the education and support provided by the staff and faculty at [School Name] during our time here.

Please let us know what steps we need to take to finalize the withdrawal process. We look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Relationship to Student]