

Student Withdrawal Notification

Date: [Date]

To: [School's Name]

Attention: [Principal's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Principal's Name],

I am writing to formally notify you of the withdrawal of my child, [Student's Name], from [School's Name], effective [Withdrawal Date].

This decision was made after careful consideration of our current circumstances, and we appreciate the support and education provided during [his/her/their] time at your school.

We kindly request that you process the withdrawal and provide any necessary documentation for [Student's Name].

Thank you for understanding, and we wish the school community all the best in the future.

Sincerely,

[Your Name]