

Withdrawal Letter for Change in Educational Plans

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally withdraw my child, [Child's Full Name], from [School Name] effective [Last Day of Attendance]. This decision comes as a result of a change in our educational plans.

We have appreciated the quality of education and the support provided by the faculty and staff during our time at [School Name]. However, due to [brief explanation of the reason for withdrawal], we believe it is in the best interest of [Child's Name] to pursue alternative educational opportunities.

Please let us know the necessary steps we need to take to finalize this withdrawal and arrange for any required documentation. We would like to ensure a smooth transition for [Child's Name].

Thank you for your understanding and support. We appreciate everything that [School Name] has done for our child.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Relationship to the Child]