

# Withdrawal Letter

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally notify you of my decision to withdraw my child, [Child's Full Name], from [School's Name], effective [Last Day of Attendance]. This decision has not been made lightly, but after careful consideration, we believe it is in [his/her] best interest to pursue a different learning environment that better meets [his/her] educational needs.

We truly appreciate the support and guidance [Child's Name] has received during [his/her] time at [School's Name]. The dedication of the faculty and staff has made a meaningful impact on [his/her] academic journey.

Please let us know what steps we need to complete for the withdrawal process. If possible, we would appreciate any documentation required for [his/her] new educational setting.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]