

Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally notify you of my child's withdrawal from [School's Name], effective [Last Day of Attendance]. This decision has been made due to our family's relocation to [New Location].

We have greatly appreciated the education and support provided by [School's Name] during our time here, and we will miss the wonderful community.

Please let us know if there are any formalities required to complete the withdrawal process.

Thank you for your understanding.

Sincerely,

[Your Name]