

# Withdrawal Letter from [School Name]

Date: [Insert Date]

To,

Principal  
[School Name]  
[School Address]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally inform you of my decision to withdraw my child, [Child's Name], from [School Name] due to increased commitments related to extracurricular activities.

Over the past few months, we have noticed that these activities have become more demanding, and they require additional time and focus. After careful consideration, we believe it is in the best interest of [Child's Name] to dedicate the necessary time to excel in these pursuits.

We appreciate the support and education that [School Name] has provided and are grateful for all the experiences [Child's Name] has had during our time here.

Please let us know if there are any forms or processes that we need to complete for this withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]