

# Withdrawal Letter

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally notify you that my child, [Child's Name], will be withdrawing from [School Name] effective [Last Day of Attendance]. This decision has not been easy, but unfortunately, due to unforeseen financial constraints, it has become necessary.

I want to express my heartfelt gratitude for the support and education that [Child's Name] has received while attending [School Name]. The dedication of the staff and the school community has had a positive impact on my child's development, and we will always cherish the experiences and memories created there.

We will ensure that any outstanding fees are settled promptly. Please let us know if there are additional forms or procedures we need to complete as part of the withdrawal process.

Thank you for your understanding. We hope to have the opportunity to return in the future when our situation improves.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]