

Withdrawal Letter for Health-Related Issues

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 Name], from [School Name] effective [Last Day of Attendance]. This decision has not come easily, but it has become necessary due to health-related issues that have impacted [his/her] ability to participate fully in school.

We appreciate the support we have received from the staff and faculty during [his/her] time at [School Name]. This has been a nurturing environment, and we are grateful for the educational experiences provided.

We will ensure that any outstanding fees are settled and that the necessary records are transferred to [the new school or indicate that they will be kept until needed].

Thank you for your understanding. Should there be any questions or further information required, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]