

Withdrawal Letter

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally notify you of my decision to withdraw my child, [Child's Full Name], from [School Name], effective [Last Date of Attendance]. This decision has been made due to personal reasons that require our family's immediate attention.

We have appreciated the education and support provided by the school and the dedicated staff during [Child's Name]'s time here. Please let us know the necessary steps we need to take in order to complete the withdrawal process and if there are any forms we need to fill out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]