

# Withdrawal from Language Immersion Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally withdraw my child, [Child's Name], from the language immersion program at [School's Name], effective [Withdrawal Date]. This decision was not made lightly, as we appreciate the invaluable experiences and education provided by the program.

Due to [brief reason for withdrawal, e.g., family relocation, personal reasons, etc.], we believe it is in our child's best interest to pursue other educational opportunities.

We would like to thank you and the staff for your dedication and support during our child's time in the program. Please let us know the necessary steps we need to take for the withdrawal process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]