

Letter of Acceptance for Student Withdrawal

Date: [Insert Date]

[Your School's Name]

[School Address]

[City, State, Zip Code]

Dear [Student's Name],

We have received your request for withdrawal from [School's Name], dated [Date of Request]. After reviewing your request, we would like to confirm the acceptance of your withdrawal effective [Effective Date].

Please ensure that all outstanding obligations, including textbooks and fees, are settled before your departure.

We appreciate your time at our school and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]