

# Notification of Student Withdrawal

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally notify you of the withdrawal of [Student's Name], a [Grade/Class] student at [School Name], effective [Withdrawal Date].

Reason for withdrawal: [Insert Reason].

Please let us know if you require any further information or documentation regarding this matter. We appreciate your understanding and support.

Thank you,

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]