

Summer School Withdrawal Notice

Date: [Insert Date]

To: [Summer School Administrator's Name]

Summer School Name

Address

City, State, ZIP Code

Dear [Administrator's Name],

I am writing to formally notify you of my withdrawal from the summer school program at [Summer School Name], effective [Last Date of Attendance]. Due to [reason for withdrawal], I am unable to continue my participation in this program.

I appreciate the opportunities the program has provided me thus far and am grateful for the support of the teachers and staff. Please let me know if there are any formalities I need to complete regarding this process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]