Subject: Notification of Program Change for [Child's Name]

Date: [Insert Date]

To: [School Administrator's Name]

[School Name]

[School Address]

Dear [School Administrator's Name],

I hope this message finds you well. I am writing to inform you that there has been a change in the program choice for my child, [Child's Name], who is currently enrolled in [Current Program Name].

Effective [Effective Date], [Child's Name] will be switching to [New Program Name]. This decision has been made in consideration of [brief reason for the change, e.g., personal interests, academic goals, etc.].

Please let us know if there are any formalities we need to complete or additional information you require to facilitate this change.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Contact Information]
[Your Relationship to the Child]