

School Vacation Withdrawal Letter

Date: [Insert Date]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request a withdrawal from school for my child, [Child's Name], during the upcoming vacation period from [Start Date] to [End Date]. This decision has been made to accommodate childcare arrangements that are necessary for our family during this time.

We understand the importance of continuous learning and assure you that we will be working to ensure that [Child's Name] keeps up with assignments and studies during this period.

Please let us know if any further documentation is required or if you have any additional guidelines we should follow. We appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]