

# Letter of Withdrawal Due to Family Emergency

Date: [Insert Date]

To Whom It May Concern,

My name is [Your Name], and I am the parent/guardian of [Child's Name], who is currently enrolled in [Grade/Class] at [School Name].

Due to an unforeseen family emergency, we regret to inform you that we must withdraw [Child's Name] from school for the upcoming vacation period. The situation unfortunately requires our immediate attention and presence with family.

We understand the importance of education and intend to maintain [Child's Name]'s learning during this period. We would appreciate any resources or assignments that could be provided to help [him/her/them] stay on track.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you need any further information or clarification regarding this matter.

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]