

School Vacation Withdrawal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request a withdrawal for [Student's Name], who is currently enrolled in [Grade/Class Name], for the upcoming school vacation period due to health issues.

[Student's Name] has been experiencing health challenges that require ongoing care and attention. After careful consideration, we believe that it is in the best interest of their well-being to prioritize their health during this time.

We kindly ask for your understanding and support in this matter. Please let us know if you require any documentation or have any questions regarding this request.

Thank you for your attention to this matter. We appreciate your support.

Sincerely,

[Your Name]

[Your Relationship to the Student]