

School Vacation Withdrawal Request

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request the withdrawal of my child, [Child's Name], from [School Name] effective [Withdrawal Date]. Due to our upcoming relocation, we believe it is in the best interest of our family to withdraw from school during this vacation period.

We appreciate the support and education that [Child's Name] has received during their time at [School Name]. Please let us know the necessary steps to complete this withdrawal process, including any paperwork that needs to be handled.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]