

Notification of Changes in Family Structure

Date: [Insert Date]

To: [School Name]

From: [Your Name]

Subject: Important Update Regarding Family Structure

Dear [School Administrator/Teacher's Name],

I hope this message finds you well. I am writing to inform you of a recent change in our family's structure that may impact my child's education and school experience.

[Briefly explain the change, e.g., "Due to a recent divorce, my child, [Child's Name], will be living primarily with me, starting on [Effective Date]."]

I want to ensure that the school is aware of this change and that [Child's Name] receives the necessary support during this transition. Please let me know if there are any forms to fill out or additional steps I need to take to update your records.

Thank you for your understanding and support. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]