

# **Afterschool Program Withdrawal Notice**

Date: [Insert Date]

To: [Program Coordinator's Name]

[Program Name]

[Program Address]

Dear [Program Coordinator's Name],

I am writing to formally withdraw my child, [Child's Name], from the [Program Name] effective [Last Day of Attendance, e.g., date]. This decision has not been made lightly, and we appreciate the experiences and support [Child's Name] has received during their time in the program.

Please let me know if there are any further steps we need to take regarding this withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]