

School Admission Withdrawal Letter Format

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Subject: Withdrawal of Admission

Dear Principal [Principal's Last Name],

I hope this letter finds you well. I am writing to inform you about my decision to withdraw the admission of my [son/daughter], [Student's Name], from [Class/Grade] at your school, effective [date, usually at least two weeks from the date of the letter].

Due to unforeseen circumstances [briefly mention the reason for withdrawal, e.g., relocation, change in family circumstances], we have had to make this difficult decision. We appreciate the education and support [Student's Name] received during their time at [School's Name].

Details of [Student's Name]:

- Date of Birth: [Date of Birth]
- Admission Number: [Admission Number]
- Class/Grade: [Current Class/Grade]

I kindly request you to provide all necessary documentation and information required for the withdrawal process. Additionally, please inform us of any formalities or procedures we need to complete on our end.

We express our gratitude for the positive learning environment and experiences [Student's Name] has had at [School's Name]. We hope for a smooth and efficient withdrawal process.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Full Name]

[Your Signature, if sending a hard copy]