

Withdrawal Letter Template

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Principal's Name]
[Name of Broward Public School]
[School Address]

Dear [Principal's Name],

Please accept this letter as formal notification that I am withdrawing my child, [Child's Full Name], currently in Grade [Grade Level], from [Name of Broward Public School].

The last day of attendance for my child will be [Date of Withdrawal]. Moving forward, my child will be educated at home under a home education program.

Please remove [Child's Full Name] from your active rolls and let me know if there are any specific drop-off procedures for school property or textbooks.

Thank you for your assistance.

Sincerely,

[Your Printed Name]
[Your Signature]