Sample Letter: Notification of Intent to Withdraw a Student

(Please re-type this letter in your own words)

(Personal Stationery or Plain Paper)

(Today’s date)

(Name of School Enrollment Official)
(School Name and District, if applicable)
(Address)

Dear (Official's Name):

We are writing to inform you that our child(ren), (Child(ren)'s Name(s)), are withdrawing from (School Name) and will not complete the current school year. He/she/they will instead be attending a private school for the remainder of this school year. Please remove his/her/their names from your records.

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Families who are withdrawing students before the school year begins should substitute the following for the first paragraph:

We are writing to inform you that our child(ren), (Child(ren)'s Name(s)), will not be reenrolling at (School Name) for the coming school year. He/she/they will instead be attending a private school. Please remove his/her/their names from your records.

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To the extent necessary to complete the enrollment at his/her/their new school, you will be contacted directly by the school regarding the transfer of records.

Thank you for your cooperation.

Sincerely