

Sample Letter of Withdrawal from School by Parent

Arnold and Carol Smith
45 N. Elm Street
Anaheim, California 92803
(714) 555-1234

July 10, 2020

John Jones, Principal
Olde Public Elementary School
100 Main Street
Anaheim, California, 92803

Dear Mr. Jones:

This is to inform you that as of July 10, 2020, our children, Julie Smith and Harold Smith, are withdrawing from attendance at Olde Public Elementary School. They have enrolled in Harborview School.

[You may include a brief paragraph expressing your appreciation for the school and its programs.] Thank you.

(SIGNATURE)

Arnold Smith

Use this letter to withdraw your children from their previous school. CHEA recommends sending this letter via certified mail to ensure receipt and create a paper trail for your records.