

Your Address
City, State Zip
email address
phone number
Date

Principal's Name

School Name

School Address

City, State Zip

Dear Mr(s). (Principal's Last Name):

I am writing to notify you that I am withdrawing my child, [Child's Name], from enrollment in (School District Name) ISD, effective (date) to enroll them in our private school pursuant to (Your State/Territory) education requirements. Our start date will be (date).

We have decided to homeschool our child(ren), which we believe will provide the best environment and educational opportunities for (his, her, their) unique needs and interests.

Please also arrange for a transfer of our child's transcripts, personal items, and any other relevant academic records to our care.

If you have further questions, please submit them to me in writing at the above address.

Sincerely,

(Signature)

(Printed Name)