**Sample Letter to Withdraw Your Child from School**

***(NOTE: This letter should not be considered legal advice. For specific legal advice, please consult with a licensed attorney.)***

**~Delete the above writing & fill in the highlighted areas correctly below ~**

**----------------------------------------------------------------------------------------------------------------------------------------------**

**Letter of Withdrawal from School        Date:**

**Your full name:  
Your full address:    
Your email:  
Your phone number:**

**Principal’s Name:**

**School Name:**

**School Address:**

**City, State, Post Code:**

**Dear (principal’s name),**

**The purpose of this letter is to inform you that as of (date), my child (first & last name) in class (put your child’s class name e.g. 5B) will be withdrawing from attendance at (school’s name).   
  
(Child’s name) has been enrolled in homeschooling in accordance with the (name your state/territory) government education requirements.**

**I would like to express my appreciation for (choose something personal to you - e.g. a program, staff member or teacher). Please ensure that my child’s belongings are brought home on (his/her/their) last day, as specified above. This includes all of my child’s books, resources and stationary. Thank you for your understanding in this matter.**

**Sincerely,**

**Type first & last name**

**(Signature here)**