

SAMPLE WITHDRAWAL LETTER

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***This is just a sample; there is no mandatory form to be used.
If you use this letter, be sure to sign your name after you print it.***

Elvira Perfect
2233 Maple Street
Thatothercity, Texas

April 1, 2020

Ms. Judy Schoollady, Registrar
Middle City Elementary School
Middle City, Texas

Dear Ms. Schoollady:

Please be advised that I am withdrawing my children, Jeffry Perfect, Jr., and Alice Perfect, from your school as of April 1, 2020, to homeschool. Please forward their records to the above address as soon as possible.

Thank you very much.

Sincerely,

Elvira Perfect

Elvira Perfect