

Ms. Penelope Perfectfamily
789 Mystery Street
Big City, USA 12345

Suchandsuch Middle School
1234 That Other Street
Big City, USA 12345

June 1, 2017

Dear Sir or Madam:

Please be advised that I am withdrawing my child, Betsy Perfectfamily (date of birth August 23, 2011) from Suchandsuch Middle School, effective immediately. Betsy will be homeschooled; the homeschool curriculum has been designed to meet basic educational goals including reading, spelling, grammar, mathematics, and a study of good citizenship.

Please forward Betsy's cumulative records to our address as soon as possible.

Thank you very much.

Sincerely yours,

Penelope Perfectfamily