

**Sample Letter of Withdrawal by Parent  
(for families enrolling in a PSP)**

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

August 10, 2009

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

Dear Mr. Jones:

This is to inform you that as of August 10, 2009, our children, Julie Smith and Harold Smith, are withdrawing from attendance at Olde Public Elementary School. They have enrolled in Harborview Christian School.

*[You may want to include a brief paragraph expressing your appreciation for the school and its programs.]*

Thank you.

*Arnold Smith*  
Arnold Smith

*[Use this letter to withdraw your children from their previous school and verify with your PSP that the PSP administrator will send a request for transfer of records.]*