Dated:

To

**The Counselor / Center Head**

MyBeeClub - <Center Name>

From

Subject:

Respected Madam:

This is with regards to my son / daughter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

studying in \_\_\_\_\_\_\_\_\_\_\_\_\_ Program \_\_\_\_\_ Level. We would like to withdraw our son / daughter

from the school effective from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following reason:

Kindly do the needful. Thank You.

Sincerely,

Parent Name & Signature & Date