

Intent Letter For School

Your Name

Street Address

City, State, Zip Code

Phone number

Name of Principal or Education Administrator

Name of School

Street Address

City, State, Zip Code

Dear [Name of Addressee],

My son/daughter, (name), is currently enrolled in [name of your child's current school]. Recently, however, I am no longer satisfied with the amount of attention that they put in my child's education. I now fully intend to enroll him/her in an educational system better equipped to handle him/her. Your institution, I believe, is a place where my child can thrive academically, personally, and socially.

I reached this conclusion due to the following reasons: [insert list of reasons,
but be brief about the details].

In line with this, I intend for my son/daughter to attend your [name of addressee's school] effective [date]. Should you wish to discuss this matter further, you may reach me at [phone number] during office hours.

Thank you for your time and consideration regarding the matter. (Child's name) will be attending (name of private school), effective (date).

Sincerely,

[Name and Signature]