



Notice of Removal from Extracurricular Activity

Via Electronic and First Class Mail

Date

Parent/Guardian Name

Address

RE: – Removal from Extracurricular Activity

Dear Parent(s)/Guardian(s):

This notice is to inform you that your child will be removed from _____ effective immediately. This means that your child may not participate in this extracurricular activity for the remainder of the season/school year. The reason(s) for the removal of your child from this extracurricular activity is:

_____.

This removal will include all events associated with the extracurricular activity, including banquets, award sessions, etc. If you have any questions or would like to speak with me about my decision, please contact me at

_____.

Sincerely,