

Dear Mrs. Doubtfire,

I am Mr. Dave Peabutter. I am the principal of Spring Delle High for the last 12 years. This letter is to inform you of a change in the instructor in your ward's class.

Our school has always been committed to providing high-quality education. And, as a principal, I strive for a promising future for my students. Any program transitions or modifications are mostly handled by my team of teachers and educators. They are also updated to the parents at the same time.

Currently, Mrs. Anne Mohaac, the English teacher of your child, will be replaced by Mrs. Tracy Hopkins. Mrs. Mohaac has to leave the school, due to personal reasons in her family. She can no longer be able to associate with the school. Her absence will surely leave an impression on everyone's heart, here at school.

On the other hand, Mrs. Hopkins, the new teacher will be the teacher in your ward in her/his place. She has 3 years of experience as an English Teacher. She was well-liked by her peers at her former school, where she majored in child psychology. I'll be evaluating her relationship and behavior with her new students within the first few days of her term.

The permission form for encouraging our school to focus on the evolving mechanism is attached. I would like you to sign it.

Thanking You

Yours sincerely

[Handwritten Signature of the Principal]

Dave Peabutter

Student Signature: _____

Parent Signature: _____