

Dear Mrs./Mr. Alleyson,

My name is Mrs. Pearl Ritcher. I am the principal of Saints High Elementary School. 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.

As of now, Mr. David Chapman, the History teacher of your child, will be replaced by Mrs. Anne Kukattpally.

Mr. Chapman had to leave the school, due to a change in his career plans. He can no longer be able to associate with the school. His absence will surely leave an impression on everyone's heart, here at school.

Mrs. Kukattpally, on the other hand, will be the teacher in your ward in her/his place. She has two years of experience as a 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.

Following is a consent form for allowing our school to work on the changing process. I request you to sign the same.

Thanking You

Yours sincerely

[Handwritten Signature of the Principal]

Pearl Ritcher

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_