

Dear Mrs./Mr. Aninston,

My name is Mr. Philbert Murray. I am the Principal of the Sacred Heart Catholic High for over ten years. I am writing this letter to you regarding a change in the teacher of your ward's class.

Our school has always stood to impart quality learning. And, as a principal, I always aim for a bright career for my children. Any shifts or changes will the curriculum are always taken care of by my team of teachers and educators. Simultaneously, they are updated to the parents.

Currently, Mrs. Rachel Petterson, the Music teacher of your child, will be replaced by Ms. Tracy Brooke. Due to personal reasons in her family, Mrs. Petterson must leave the school. She won't be allowed to associate with the school anymore. Her absence would undoubtedly leave an indelible mark on everyone's heart at school.

Ms. Brooke, on the other hand, will be the teacher in your ward in her place. She has five of experience as a musician. She was well-liked by her peers at her former school, where she majored in Music and Instrumental Science. I'll be evaluating her relationship and behavior with her new students within the first few days of her/his 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]

Philbert Murray

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

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