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Dear Mrs./Mr. Gershome,

My name is Mrs. Abigail Perry. I am the Principal of Rosemary Senior High for the last five 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. Nina Roberts, the Biology teacher of your child, will be replaced by Mr. Dave Schimmer. Due to unavoidable reasons in her family, Mrs. Roberts will be retiring from the school. She won't be associated with the school anymore. Her absence would undoubtedly leave an indelible mark on everyone's heart at school.

Mr. Schimmer, the new teacher will be taking her place and be the teacher of your ward. He has been a teacher for years. A major in child psychology, he is well-loved by her students at his previous school. During the initial days of the tenure, I will be in charge of assessing her interaction and behavior with his new students.

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]

Abigail Perry

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

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