

Dear Mrs./Mr. Hoffmen,

I am Mrs. Lauren Granger, the Principal of the Autumn High Senior Secondary for over the last twelve years. I am writing this letter to you regarding a change in the teacher of 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. Tati Murray, the Geography teacher of your child, will be replaced by Mrs. Ishi Nakamoto. Due to personal reasons in her family, Mrs. Murray 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.

Mrs. Nakamoto, the new teacher will be taking her place and be the teacher of your ward. She has been a teacher for three years. A major in Environmental Science and Child Psychology, she was well-loved by her students at her previous school. During the initial days of the tenure, I will be in charge of assessing her interaction and behavior with her 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]

Lauren Granger

Student Signature: _____

Parent Signature: _____