

**Mary Smith**

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June 20, 2003

Cedarview Elementary School  
14523 Cedar Lane  
Cedartown, CA 923xx

Dear Sirs,

Thank you for the service you have provided our family over the past few years at Cedarview Elementary.

We have chosen to withdraw our daughter Amy Marie Smith from Cedarview and enroll her in Mountains Christian Academy. Our new school will be getting in touch with you soon about transferring Amy's records.

Sincerely,

xxx Sign here xxx

Mary Smith