

Mr. & Mrs. John Doe  
2222 Church Street  
Honeoye Falls, NY 14472

Renée Williams  
Assistant Superintendent  
Honeoye Falls-Lima Central School District  
20 Church Street  
Honeoye Falls, NY 14472

Dear Mrs. Williams:

We are sending you this letter to inform you of our intention to continue educating our daughter/son, \_\_\_\_\_ (birth date \_\_\_\_\_) at home in the 2006-2007 school year. \_\_\_\_\_ will be entering \_\_\_\_\_ grade in the fall of this year. An Individualized Home Instruction Plan (IHIP) will be sent to you by mid August.

Sincerely,

**SAMPLE**