

To,  
The Principal  
Ever Green Sr. Sec. School  
Beriparao, Haldwani, Nainital, U.K.

**Subject: - Application to discontinue school transport facility.**

Sir,  
With due regards, I wish to state that my ward \_\_\_\_\_  
of class \_\_\_\_\_ is studying in your institution. My ward is coming to the school through  
school Bus No. \_\_\_\_\_ From \_\_\_\_\_ (Stoppage). I wish to  
discontinue his/ her Transport facility from the month of \_\_\_\_\_. He/ She will come to  
school by his own mode and I \_\_\_\_\_ (Father/ Mother) of  
\_\_\_\_\_ (Student Name) will be fully responsible for his/ her  
transportation.

Kindly, allow my ward to discontinue the transport facility provided by the school.

Thanking you

With Regards

\_\_\_\_\_  
\_\_\_\_\_

Dated : - \_\_\_\_\_