TO BE PLACED ON SCHOOL LETTERHEAD

(Insert Date)

Dear president of (Insert Organization),

This correspondence serves as notification of my decision to revoke the authorization for (insert organization) to act as a support organization for (insert school). From this point forward, your organization shall cease all fundraising activities associated with (insert school). (Insert organization) is no longer permitted to use (insert school)’s facilities, name, logo, mascot, or trademark as part of their name and in its fundraising or other activities. The reason for the revocation is due to (insert reason - required).

Effective immediately, your organization shall be dissolved and all funds pertaining to the organization shall be remitted to (insert school) for the benefit of the school.

You have a right to appeal my decision. Pursuant to the steps outlined in the Outside Support Organization Guidelines Manual, (Insert organization) shall have five business days from the date of this notice to submit, in writing, an appeal of the revocation to the Superintendent’s office. The appeal decision made by the Superintendent shall be final.

Sincerely,

(Insert Principal)