

**VOLUNTARY WITHDRAWAL OF A SATELLITE LOCATION TEMPLATE LETTER
(PLEASE PRINT/SUBMIT ON INSTITUTIONAL/SPONSOR LETTERHEAD)**

Date of Letter

Dr. George Hatch, Jr.
Executive Director
CoAEMSP
8301 Lakeview Pkwy, Suite 111-312
Rowlett, TX 75088

Dear Dr. Hatch, Jr.:

The administration at **[insert Sponsor Name]** is requesting the voluntary withdrawal of the satellite located at **[insert satellite city]**. Please note the following:

The last class that enrolled under this satellite location graduates on _____ (month, day and year). The voluntary withdrawal for the satellite location will go into effect as of this date.

Student records will be permanently maintained at _____ (location/address) and can be requested by contacting _____ at (phone/email) _____.

I understand that until the effective date of the voluntary withdrawal of the satellite location, any applicable satellite fees must be paid. Outstanding satellite fees at the time of voluntary withdrawal of the satellite location will not be forgiven.

Official notification of this voluntary withdrawal of the satellite location will come from the CoAEMSP office.

Sincerely,

Dean or comparable