

Formal parent authorization letter for school

Subject: Authorization for School Matters

Dear Principal,

I, [Parent/Guardian Full Name], parent/guardian of [Child's Full Name], studying in [Grade/Class], hereby authorize [Authorized Person's Full Name and Relationship, e.g., uncle, aunt, elder sibling] to represent me in matters related to my child's education. This includes signing official documents, collecting report cards, attending parent-teacher meetings, and handling administrative procedures on my behalf.

This authorization will remain valid from [Start Date] until [End Date]. If you require verification, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Parent/Guardian Full Name]

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