

Simple email granting pickup authorization

Subject: Authorization for School Pickup

Dear Teacher,

I am writing to inform you that I authorize [Authorized Person's Name and Relationship] to pick up my child, [Child's Full Name], from school on [Date/Days]. Kindly allow them to collect my child safely on my behalf.

Please contact me at [Phone Number] if you require confirmation.

Thank you,

[Parent/Guardian Full Name]

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