

Temporary authorization for fee submission

Subject: Authorization for School Fee Submission

Dear Accounts Department,

I hereby authorize [Authorized Person's Full Name] to submit school fees for my child, [Child's Full Name], studying in [Grade/Class], on my behalf. This authorization is valid only for the payment due on [Date].

Please issue the receipt in my child's name and provide all necessary acknowledgments to the authorized person.

Regards,

[Parent/Guardian Full Name]

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