

Sample Authorization Letter to Pick Up Child From School

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Authorization to Pick Up Child from School

Dear [School Principal/Teacher],

I am writing to grant authorization for [Authorized Person's Full Name], who is my [relationship to the child, e.g., spouse, parent, relative, or family friend], to pick up my child, [Child's Full Name], from [School Name] on my behalf.

Due to personal commitments, I may not be able to pick up my child from school regularly.

Therefore, I am entrusting [Authorized Person's Full Name] to act as my representative and assume responsibility for my child's safety and well-being during the pickup process.

I request that the school staff be informed about this arrangement and that [Authorized Person's Full Name] be allowed to pick up my child from school without any inconvenience. Their identification details are as follows:

Name: [Authorized Person's Full Name]

Address: [Authorized Person's Address]

Phone number: [Authorized Person's Phone Number]

Relationship to Child: [Relationship to the Child, e.g., aunt, uncle, family friend]

This authorization is effective from [start date] and will remain in effect until [end date or "until further notice"]. If there are any changes or if I need to revoke this authorization, I will inform the school in writing promptly.

I understand the importance of maintaining the safety and security of the students, and I trust that the school will exercise due diligence in confirming the identity of [Authorized Person's Full Name] during the pickup process.

Thank you for your understanding and cooperation in this matter. Should you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Signature if a physical letter]

[Child's Full Name] Parent/Guardian