

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