

Professional authorization letter template

Subject: Authorization to Pick Up My Child

Dear [School Administrator/Teacher],

I hereby authorize [Full Name of Authorized Person] to pick up my child, [Child's Name], from [School Name] on [Date(s)].

Please provide them with all necessary assistance. I trust that they will ensure my child's safety and timely return home.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Parent/Guardian Contact Information]

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