

Formal temporary authorization letter template

Subject: Temporary Pickup Authorization

Dear [Principal/School Authority],

This letter serves as formal authorization for [Authorized Person's Name] to collect my child, [Child's Name], from [School Name] during my absence from [Start Date] to [End Date].

All responsibilities regarding the child's safety and welfare during this period are entrusted to the authorized person.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Parent/Guardian Contact Details]

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