

One-time digital authorization template

Hello [Teacher's Name],

This is to authorize [Authorized Person's Name] to pick up [Child's Name] from school on [Date]. This is a one-time arrangement and I appreciate your assistance in ensuring a smooth pickup.

Best regards,

[Your Name]

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<https://www.lettersandtemplates.com/letters/sample-authorization-letter-to-pick-up-child-from-school>