

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Guardian Authorization Letter
Dear [Recipient's Name],
I, [Your Name], am the legal guardian of [Child's Name], born on [Date of Birth]. I hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific actions, e.g., medical care, school enrollment, etc.].
This authorization is valid from [start date] to [end date].
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Relationship to the Child]