

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name or School Administrator's Name],
Subject: Authorization for [specific purpose, e.g., "Field Trip,"
"Medical Treatment," etc.]

I, [Your Name], the parent/guardian of [Child's Name], a student in
[Grade/Class], hereby authorize [specific action, e.g., "the
participation of my child in the upcoming field trip to [Destination] on
[Date]."]

I understand that all necessary precautions will be taken to ensure the
safety and well-being of my child during this activity.

Please feel free to contact me at [Your Phone Number] or [Your Email
Address] if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]