

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

[School/Childcare Provider's Name]
[School/Childcare Provider's Address]
[City, State, Zip Code]

Subject: Authorization for Child Pick-Up

To Whom It May Concern,

I, [Your Full Name], am the [parent/guardian] of [Child's Full Name], who is enrolled in [grade/class] at [School/Childcare Name]. I am writing to formally authorize the following individual(s) to pick up my child on my behalf:

1. [Authorized Person's Full Name]

[Phone Number]

[Relationship to Child]

2. [Authorized Person's Full Name]

[Phone Number]

[Relationship to Child]

I understand that this authorization is valid until [end date or "revoked in writing"]. Please ensure that the person(s) listed above present identification upon pick-up.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Child]

[Emergency Contact Number]

[Optional: Notary Section if needed]