

Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Parent/Guardian Name], the parent/guardian of [Student's Name], hereby authorize my child to attend the educational outing on [Date of Outing] organized by [School/Organization Name].

The outing will take place at [Location] and will involve [Brief Description of Activities]. I understand that the school staff will supervise all activities and ensure the safety of my child during the outing.

Should you require any additional information, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your attention.

Sincerely,

[Parent/Guardian Signature]

[Parent/Guardian Name]

[Address]