

Authorization Letter for Book Renewal

Date: _____

To Whom It May Concern,

I, [Your Name], am the parent/guardian of [Child's Name], a student at [School's Name]. I am writing to authorize the renewal of library books currently checked out to my child.

Details of the books are as follows:

- Title: [Book Title 1]
- Title: [Book Title 2]
- Title: [Book Title 3]

Please allow the renewal process for these books to be completed on my behalf.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature]

[Your Contact Information]

[Your Relationship to the Student]