

Child Pickup Authorization Letter

Date: _____

To Whom It May Concern,

I, [Your Name], am the parent/guardian of [Child's Name], who is enrolled at [School/Daycare Name]. I hereby authorize my close friend, [Friend's Name], to pick up my child from [School/Daycare Name] on my behalf.

[Friend's Name]'s contact information is as follows:

- Phone Number: [Friend's Phone Number]
- Email: [Friend's Email]

This authorization is valid from [Start Date] to [End Date]. I understand that [Friend's Name] will need to provide identification upon pickup.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]