

Child Pickup Authorization Letter

Date: _____

To Whom It May Concern,

I, [Your Full Name], am the parent/legal guardian of [Child's Full Name], who is enrolled in [School or Organization Name]. This letter serves as an authorization for the following individuals to pick up my child from extracurricular activities:

- [Authorized Person 1 Name, Relationship, Contact Number]
- [Authorized Person 2 Name, Relationship, Contact Number]
- [Authorized Person 3 Name, Relationship, Contact Number]

This authorization is effective from [Start Date] to [End Date].

If there are any changes, I will notify you in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]