

# Child Pickup Authorization Letter

Date: \_\_\_\_\_

To Whom It May Concern,

I, [Parent/Guardian Name], am the parent/guardian of [Child's Full Name], who is a student at [School's Name].

This letter is to formally authorize the following individual(s) to pick up my child during the upcoming field trip to [location of the field trip] on [date of the field trip]:

- [Authorized Person's Full Name] - [Relationship to Child]
- [Authorized Person's Full Name] - [Relationship to Child]

Please allow these individuals to sign out my child if they arrive for pickup at the designated time.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Parent/Guardian Name]

[Address]

[Phone Number]

[Email Address]