

Child Pickup Authorization Letter

Date: _____

To Whom It May Concern,

I, **[Your Name]**, am the parent/guardian of **[Child's Name]**, who attends **[School/Daycare Name]**.

This letter is to authorize **[Authorized Person's Name]** to pick up my child on the special occasion of **[Event/Occasion]**. The pickup is scheduled for **[Date and Time]**.

Please allow the authorized person to collect my child. The authorized individual can be identified by **[Description of Authorized Person, e.g., driver's license number, physical description]**.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]

[Relationship to Child]