

Letter to Confirm an Authorization given to someone

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

My child is studying at your school in [enter grade]. I am writing to you in order to inform you that due to having a busy business schedule, I shall be travelling throughout the year and will not be able to attend the parent-teacher meetings at the school. Mr. [enter name] has been tutoring my child since [enter period] and has been attending the meetings on my behalf. I would like to confirm his authorization to work in my absence as my child's guardian for all the matters related to my child. During the course of my absence, if any kind of consent or authorization letter would be required, his authority should be considered. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-