

To,

Sarah Pascal  
Class Teacher  
Sunrise Catholic School  
Date: xx July 20xx

**Subject: child care authorization letter**

Dear Mrs. Pascal,

I, David White, the father of John White, a student of your class am writing this letter to inform you that me and my wife are travelling out of London for a period of 2 weeks from xx July 20xx to xx July 20xx. During this period, my son would be in the care of my parents and John's grandparents Mr. Jack White and Mrs. Pearl White.

I hereby authorize my parents to take care of my son during this period and be responsible for dropping him and picking him to and from the school.

Moreover, they would be attending the parent's teacher meeting too on our behalf on the Saturday which falls between this period. I hope that you will accept this authorization and give them the right to act on our behalf.

I would like to assure you that we would be back within 2 weeks and resume our duties and responsibilities from then onwards.

Please feel free to call me regarding this anytime

Thanking you

David White  
Father of John White