To,

William Jackson

Principal, St. Mary’s School

Q-34, Peterson Avenue, Jobs road

Date: xxx April 20xx

Subject: authorization letter for school

Dear Sir,

I, Sarah Jones, the mother Pearl Jones ( 4th Standard) am writing this letter to you to inform you that I am authorizing my sister Miss Kelly Andrews to attend the Parent Teacher meeting on my behalf on xxx April xx.

Me and my husband Mr. Jack Jones would not be in town on the day of the meeting and would thus like to give permission to my sister to attend it with my daughter. Whatever matters you need to discuss with us, you can discuss with her and be rest assured that she is a responsible woman who would take your advice seriously. She has the capacity to act on our behalf and discuss the progress report of my daughter with you. I would like to add that my sister would be picking up my daughter from school on xxx April since we would be leaving home on the afternoon of that day.

Thanks a lot for your time

Yours faithfully

Sarah jones