
Proxy Letter for School

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

Subject: Proxy Authorization for School Matters

I, **[Your Full Name]**, with [ID/Passport Number: [Your ID/Passport Number]], authorize **[Proxy's Full Name]**, residing at **[Proxy's Address]**, to act on my behalf in matters related to **[Name of School]**. This includes attending parent-teacher meetings, collecting academic reports, submitting documents, and any other school-related activities.

This authorization is valid from **[start date]** to **[end date]**.

Details of Authorization:

- **Authorized Action:** Handling all school-related matters for **[Your Child's Name]**.
- **Reason for Proxy:** [Brief reason, e.g., personal absence].
- **Duration:** [Validity period of the authorization].

Please contact me at [Your Contact Information] if any further clarification is required.

Sincerely,

[Your Signature]

[Your Full Name]