### horizontal line**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]