**Authorisation letter guardianship template**

Your address and contact details

Objective – (Only one sentence)

Date in full

To whom it may concern,

I, (insert your name), father/mother of (insert name of child) authorise (Insert name of person) (insert relationship to you or to the child) to have full responsibility of (insert child’s name) for the dates of (insert dates)

This authorisation letter is valid for a week commencing (insert date) and terminating on (insert date)

Print full name

(Sign and date)