

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request visitation rights for my child, [Child's Name], born on [Child's Birthdate]. Due to [brief explanation of the situation, e.g., changes in circumstances, desire for involvement], I believe it is in [Child's Name]'s best interest to establish a regular visitation schedule.

I would like to propose the following visitation plan:

- [Days of the week and times]
- [Location of visitation]
- [Any additional details, such as holidays or special occasions]

I believe that maintaining a relationship with both parents is essential for [Child's Name]'s well-being and development. I am committed to fostering a positive and supportive environment for [him/her/them]. Please let me know your thoughts on this proposal by [specific date, if applicable]. I am hopeful that we can come to an agreement that serves the best interests of [Child's Name].

Thank you for your attention to this matter.

Sincerely,
[Your Name]