

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

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

Subject: Temporary Guardianship Authorization

Dear [Recipient's Name],

I, [Your Full Name], the legal guardian of [Child's Full Name], hereby grant temporary guardianship to [Guardian's Full Name] of [Guardian's Address] from [start date] to [end date]. This authorization allows [Guardian's Full Name] to make decisions regarding the welfare, education, and medical care of [Child's Full Name] during this period. Details of the temporary guardianship are as follows:

- Child's Full Name: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- Guardian's Full Name: [Guardian's Full Name]
- Relationship to Child: [Relationship]
- Start Date: [Start Date]
- End Date: [End Date]

I understand that during this time, [Guardian's Full Name] will have the authority to:

1. Make medical decisions on behalf of [Child's Full Name].
2. Enroll [Child's Full Name] in educational programs.
3. Make decisions about extracurricular activities.

This letter serves as official documentation of this arrangement and should be presented upon request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Relationship to Child] (if applicable)  
[Notary Section, if required]