

[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 am writing to formally establish a temporary guardianship arrangement for my child, [Child's Name], born on [Child's Date of Birth]. Due to [reason for temporary guardianship, e.g., travel, medical issue], I am unable to care for [him/her/them] during the period of [start date] to [end date].

I hereby designate [Guardian's Name] as the temporary guardian of [Child's Name] during this time. [Guardian's Name] will be responsible for [Child's Name]'s care, well-being, and decision-making in all matters concerning education, health, and daily activities.

Please find attached any necessary documentation required for this guardianship arrangement, including [list any documents, e.g., identification, medical consent forms].

Thank you for your understanding and support. If you have any questions or need further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]