

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

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

Subject: Temporary Guardianship Letter

Dear [Relative's Name],

I, [Your Full Name], am the legal guardian of [Child's Full Name], born on [Child's Date of Birth]. Due to [reason for temporary guardianship], I am granting you temporary guardianship of my child from [start date] to [end date].

During this time, you are authorized to make decisions regarding [Child's Name]'s welfare, including but not limited to, medical care, education, and other day-to-day activities. This authorization is effective until [end date] or until revoked in writing.

Please find enclosed copies of [Child's Name]'s birth certificate, insurance information, and any necessary medical records.

Thank you for your willingness to help during this time. Please feel free to contact me if you have any questions or need further assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Relationship to Child]
[Witness Signature (if necessary)]
[Witness Printed Name]
[Date]
[Notary Public Signature (if necessary)]
[Notary Public Printed Name]
[Date]