

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

[Recipient Name]
[Recipient Title/Position]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Subject: Guardianship Letter for Educational Purposes

Dear [Recipient Name],

I, [Your Name], am writing to formally declare that I am the legal guardian of [Child's Full Name], who is [Child's Age] years old and currently enrolled in [Grade/Class] at [School/Institution Name].

As [his/her/their] guardian, I am responsible for [his/her/their] educational needs and well-being. I understand the importance of parental involvement in [Child's Name]'s education and will ensure [he/she/they] receives the support necessary to succeed academically.

Please find attached the necessary documents confirming my guardianship. Should you require any further information or documentation, feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]