

****Guardianship Letter Outline for Non-Profit Organizations****

1. ****Header****
 - Organization's Name
 - Address
 - Phone Number
 - Email Address
 - Date
2. ****Subject Line****
 - Guardianship Letter
3. ****Salutation****
 - Dear [Recipient's Name or Title],
4. ****Introduction****
 - Brief introduction of the non-profit organization
 - Purpose of the letter
5. ****Details of Guardianship****
 - Description of the individual or group being placed under guardianship
 - Explanation of the need for guardianship
6. ****Responsibilities of the Guardian****
 - List of specific responsibilities the guardian will undertake
 - Duration of the guardianship
7. ****Legal Considerations****
 - Any relevant legal information or obligations
 - Signatures required, if applicable
8. ****Contact Information for Further Discussion****
 - Name of the contact person
 - Phone number and email address for inquiries
9. ****Closing****
 - Thank the recipient for their time and consideration
 - Kind regards or sincerely
10. ****Signature Line****
 - [Your Name]
 - [Your Title]
 - [Organization's Name]
11. ****Attachments (if any)****
 - Any additional documents or forms related to guardianship