

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

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

Subject: Guardianship Letter for Minor Child

Dear [Recipient's Name],

I, [Your Full Name], hereby declare my intention to serve as the legal guardian for my minor child, [Child's Full Name], born on [Child's Date of Birth].

I understand the responsibilities and obligations involved in this role, and I assure you that I will act in the best interests of my child at all times.

In the event that I am unable to care for [Child's Name], I would like to appoint [Alternate Guardian's Name], residing at [Alternate Guardian's Address], as the alternate guardian.

This letter shall serve as a formal acknowledgement of my commitment to the welfare of my child, and I request that it be recognized as a valid document regarding guardianship.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]