

[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],

Subject: Guardianship Letter for [Name of the Relative]

I hope this letter finds you well. I am writing to formally express my intention to assume guardianship of [Relative's Name], who is currently [age] years old and resides at [Relative's Address].

Due to [brief explanation of circumstances necessitating guardianship, e.g., medical issues, absence of parents, etc.], I believe it is in the best interest of [Relative's Name] for me to take on this responsibility. I am committed to providing a safe and nurturing environment for [him/her/them].

I kindly request your cooperation in this matter and would appreciate your assistance with the necessary legal processes involved in establishing my guardianship.

Thank you for your attention to this important matter. Please feel free to contact me at your earliest convenience to discuss this further.

Sincerely,

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