

[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: Request for Establishing Guardianship Rights

I hope this letter finds you well. I am writing to formally request to establish legal guardianship rights for [Child's Full Name], born on [Child's Date of Birth], who currently resides with [Current Guardian's Name or "me"].

Due to [briefly explain the reason for seeking guardianship, e.g., family circumstances, inability of current guardian to provide adequate care, etc.], I believe it is in the best interest of [Child's Name] for me to assume the role of guardian. I am committed to providing a safe, nurturing, and stable environment for [him/her/them].

I kindly ask for your assistance in the necessary legal processes to formalize this guardianship arrangement. Please let me know a suitable time for us to discuss this further or if there are any documents you require from me to proceed.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

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