

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request guardianship of [Name of the Minor/Individual], who is currently [age] years old. Due to [brief explanation of circumstances requiring guardianship], I believe it is in their best interest for me to assume this responsibility.

I have taken into consideration the needs and well-being of [Name], and I am fully committed to providing a safe, supportive, and nurturing environment. I have attached relevant documentation that supports my request, including [mention any documents, such as financial statements, background checks, etc.].

I would appreciate your guidance on the necessary steps to initiate this process. Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,
[Your Name]