

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Family Member's Name]  
[Family Member's Address]  
[City, State, ZIP Code]

Dear [Family Member's Name],

I hope this letter finds you well. I am writing to inform you about my plans regarding guardianship for [Child's Name/Your Dependency] in the event of my absence.

After careful consideration and discussions with trusted family members and friends, I have decided that [Guardian's Name] will be appointed as the guardian. I believe they will provide the love, care, and support that [Child's Name/Your Dependency] needs.

I want to ensure that everyone is aware of these plans and feels comfortable with the decision. I value your input and support, and I encourage any thoughts you may have.

Please feel free to reach out to me if you would like to discuss this further. Thank you for your understanding and support during this time.

Warm regards,

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