

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

[Attorney's Name]
[Law Firm's Name]
[Law Firm's Address]
[City, State, ZIP Code]

Dear [Attorney's Name],

Subject: Professional Guardianship Services

I hope this letter finds you well. I am writing to formally offer my professional guardianship services and to outline my qualifications and the services I can provide as a guardian for your clients.

1. ****Experience and Qualifications****

- [Briefly describe your background, education, and experience in guardianship services.]
- [Highlight any relevant certifications or licenses.]

2. ****Services Offered****

- [Detail the specific services you provide, such as personal management, financial oversight, legal representation, etc.]
- [Mention any additional services, like advocacy or planning.]

3. ****Collaboration with Attorneys****

- [Explain how you can work alongside attorneys to support their clients, including communication processes.]
- [Emphasize the importance of collaboration in managing guardianship cases.]

4. ****Availability****

- [State your availability for consultation and case management.]
- [Include any relevant office hours or contact methods.]

5. ****Fees and Billing Structure****

- [Describe your fee structure and any pertinent billing information.]
- [Mention any payment plans or options if applicable.]

I would appreciate the opportunity to discuss how my services can complement your legal practice and enhance the support provided to your clients in guardianship matters. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting at your convenience. Thank you for considering my services. I look forward to the possibility of working together.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company Name (if applicable)]