

[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],

I am writing to express my intent to apply for guardianship of [Name of the Individual], who is currently [age or relation]. It is my desire to ensure [his/her/their] well-being and provide the necessary support to [him/her/them] during this time.

I believe that my background and commitment to [Name]'s care make me a suitable guardian. I have [briefly describe your qualifications, experience, or connection to the individual].

My proposed plan for [Name]'s care includes [outline your plans or intentions for their education, health, and welfare]. I am dedicated to ensuring [he/she/they] has a stable and nurturing environment, where [he/she/they] can thrive.

I appreciate your consideration of my application and am eager to discuss this matter further. Please feel free to contact me at your earliest convenience to arrange a meeting.

Thank you for your time and attention.

Sincerely,
[Your Name]