

[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 formally appoint you as the temporary guardian for my [son/daughter], [Child's Name], during my absence from [start date] to [end date]. This arrangement is necessary due to [brief reason for your absence, e.g., work-related travel, medical reasons, etc.].

During this time, I authorize you to make decisions regarding [Child's Name]'s health, education, and general welfare. [Include any specific instructions or limitations if necessary].

I trust that you will provide the care and support that [Child's Name] needs. Please feel free to contact me at [your phone number or email] if any issues arise during my absence.

Thank you for taking on this responsibility.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]