

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

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

Dear [Recipient's Name],

I am writing to formally address the matter of guardian responsibility regarding [Child's Name/Relevant Subject]. As the appointed guardian, I understand the obligations and commitments involved in ensuring [his/her/their] well-being and development.

[Here, you may include specific details about your responsibilities, any relevant background information, and how you plan to fulfill these responsibilities.]

I appreciate your attention to this matter and look forward to your support and understanding as we move forward. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position, if applicable]