

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally confirm my role as the guardian for [Child's Full Name], who is a [Grade/Year] student at [School/Organization Name].

As [his/her/their] guardian, I am responsible for [Child's First Name]'s well-being and [his/her/their] educational needs. Please find my contact information above should you need to reach me regarding any matters concerning [Child's First Name].

Additionally, I have attached relevant documents verifying my guardianship for your records.

Thank you for your attention to this matter. I look forward to collaborating with you to ensure the best experiences for [Child's First Name] in [his/her/their] education.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]