

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

[Guardian's Name]
[Guardian's Address]
[City, State, Zip Code]

Dear [Guardian's Name],

I hope this letter finds you well. I am writing to formally appoint you as the guardian of my [child/ward], [Child's Name], in the event that I am unable to care for them.

After careful consideration, I believe you would be the ideal person to take on this responsibility. Your values, principles, and the close relationship you share with [Child's Name] make you an excellent candidate for this role.

As guardian, I trust you to make decisions that are in the best interest of [Child's Name] regarding their education, health, and general welfare. Please let me know if you accept this appointment, and if you have any questions or would like to discuss this further.

Thank you for considering this important responsibility.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)