

[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],

Subject: Letter of Guardianship

I, [Your Full Name], hereby declare my intention to act as the guardian for [Child's Full Name], born on [Child's Date of Birth], who is currently residing at [Child's Address].

This letter serves to confirm that I am willing and able to fulfill the responsibilities of guardianship. I understand that my primary duty will be to ensure the well-being, health, education, and overall welfare of [Child's Name].

I have discussed this decision with [Child's Name]'s parents/guardians, [Names of Parents/Guardians], and they are in agreement with this arrangement.

I am prepared to take on all responsibilities associated with this role, including but not limited to, making medical decisions, managing educational matters, and providing a safe and nurturing environment.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]