

[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 request your signature on [specific document, e.g., a permission slip, consent form, etc.] related to [briefly explain the purpose, e.g., a school trip, medical treatment, etc.].

The details of the document are as follows:

- Purpose: [Brief description]
- Date: [Date of the event or reason]
- Additional Information: [Any relevant details]

Your signature is necessary to proceed with [explain what will happen once the signature is obtained]. I have attached the document for your review and signature.

Please feel free to reach out to me at [your phone number or email] if you have any questions or require further information.

Thank you very much for your attention to this matter. I greatly appreciate your support.

Sincerely,

[Your Name]
[Your Title or Relationship, if applicable]
[Attachment: Document for Signature]