

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

[Recipient's Name]
[Recipient's Title/Position]
[Address of the Court/Agency]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for guardianship concerning [Name of the person you wish to be guardian for], who is currently under my care.

[Briefly outline your relationship to the individual and the circumstances that necessitate guardianship.]

I believe that I am well-suited to serve as their guardian because [provide reasons, such as your ability to provide care, financial support, and emotional support.]

Please find enclosed the required documentation to support my request, including [list any attached documents, such as financial statements, medical records, background checks, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for considering my request.

Sincerely,
[Your Name]