

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you in good health. I am writing to formally accept the responsibilities of guardianship for [Child's Full Name], who is currently [Child's Age] years old.

As the appointed guardian, I am committed to providing a loving, nurturing, and safe environment for [Child's Name]. My duties will include but are not limited to:

1. Ensuring [Child's Name] receives proper education and support.
2. Making healthcare decisions in [Child's Name]'s best interest.
3. Managing [Child's Name]'s day-to-day activities and welfare.
4. Providing emotional support and guidance as [he/she/they] develops.

I understand the importance of this role and assure you of my dedication to fulfilling these duties responsibly. Should you have any questions or require further information, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your trust in me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]