

[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: Request for Guardianship Transfer

I hope this letter finds you well. I am writing to formally request the transfer of guardianship of [Name of Child/Ward] from [Current Guardian's Name] to myself, effective [Desired Transfer Date].

As you know, [briefly explain the reason for the transfer, such as changes in circumstances or living arrangements]. I believe that this change is in the best interest of [Name of Child/Ward] and will provide them with [list some potential benefits, e.g., stability, a more suitable environment, etc.].

I am prepared to complete all necessary steps and legal requirements to facilitate this transfer. Please let me know if there are specific forms or documentation you require to proceed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child/Ward]