

[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],

I hope this letter finds you well. I am writing to discuss matters related to the custody arrangement for [Child's Name]. It is important for both of us to maintain open and respectful communication regarding [his/her/their] well-being.

I would like to propose [specific change or discussion point, e.g., a modification of the visitation schedule, discussing any concerns, or planning for upcoming events]. I believe this would be beneficial for [Child's Name] and foster a positive environment.

Please let me know a convenient time for you to discuss this matter further. My intention is to prioritize [Child's Name]'s best interests and ensure we are both on the same page.

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

Sincerely,
[Your Name]