

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

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

Dear [Recipient's Name],

Subject: Parenting Plan for Child Custody

I hope this letter finds you well. As we move forward in establishing a co-parenting arrangement for [Child's Name], I believe it is important for us to outline a clear and mutually agreeable parenting plan.

1. ****Child's Information****

- Name: [Child's Name]
- Date of Birth: [Child's Date of Birth]

2. ****Custody Arrangement****

- Primary Custody: [Specify which parent has primary custody]
- Physical Custody Schedule:
 - Weekdays: [Detail specific days and times]
 - Weekends: [Detail specific days and times]
 - Holidays: [Detail arrangement for holidays]

3. ****Communication****

- Method of communication: [Specify preferred method e.g., email, text]
- Frequency of communication regarding the child: [Specify how often]

4. ****Decision Making****

- [Outline how major decisions will be made, such as education and health care]

5. ****Transportation****

- [Specify transportation arrangements for exchanges]

6. ****Additional Considerations****

- [Any other relevant information or agreements, such as extra-curricular activities or special occasions]

I believe that having a structured plan will benefit [Child's Name] and provide them with the stability they need. I look forward to discussing this matter further to ensure we are both aligned in our approach.

Thank you for your attention to this important matter. Please feel free to reach out to me at your convenience.

Sincerely,

[Your Name]