

[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 the ongoing child custody arrangements for [Child's Name(s)], as we both have a vested interest in ensuring their well-being and happiness.

[Open with a positive statement about the child's well-being or recent events in their life.]

As we navigate this process, I would like to propose a custody arrangement that prioritizes [Child's Name(s)]'s needs and best interests. I believe that maintaining a stable environment for them is essential, and I hope we can come to a mutually beneficial agreement.

[Detail your proposed custody arrangement, including specific days and times for visitation, holidays, and any other relevant information.]

I am open to discussing this further and considering any suggestions you may have. It is important to me that we work together in a collaborative manner for the sake of our child.

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

Sincerely,  
[Your Name]