

[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 visitation arrangements regarding [Child's Name]. It is important for us to establish a schedule that supports [Child's Name]'s well-being and allows both of us to maintain our relationships with them.

I propose the following visitation schedule:

- [Day/Date and Time: Description of visitation]
- [Day/Date and Time: Description of visitation]
- [Day/Date and Time: Description of visitation]

I believe this schedule allows [Child's Name] to have quality time with both parents while ensuring they have stability. Of course, I am open to any suggestions or adjustments you might have.

Please let me know your thoughts on this proposal. I am hopeful that we can come to an agreement that is in the best interest of [Child's Name]. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]