

[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 joint custody arrangement for our child(ren), [Child's Name(s)], following our recent discussions and agreements.

As both parents, it is important that we establish a clear and effective joint custody plan that prioritizes the well-being of [Child's Name(s)]. Below are some key points I believe we should consider in our custody arrangement:

1. **Custody Schedule**: Proposed schedule for weekdays, weekends, and holidays.

2. **Decision-Making Authority**: Outline how we will share responsibilities regarding education, health, and general well-being.

3. **Communication**: Agree on the best ways to communicate regarding [Child's Name(s)], including regular updates and any necessary meetings.

4. **Modification of Terms**: Discuss how we can approach any changes to the custody arrangement in the future, ensuring flexibility as needed.

5. **Dispute Resolution**: Establish a method to handle disagreements regarding the custody arrangement.

I believe that with open communication and cooperation, we can create a nurturing environment for [Child's Name(s)]. I am looking forward to hearing your thoughts on these proposed points and working together towards an amicable agreement.

Thank you for your attention to this matter. I hope we can finalize this arrangement promptly for the best interests of [Child's Name(s)].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]