

Child Custody Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference regarding the custody of my child, [Child's Name], who is seeking enrollment at [School's Name]. As per the school's enrollment requirements, I would like to provide verification of my custodial status.

As the [relation to child, e.g., mother, father, guardian], I have full custody of [Child's Name], born on [Child's Date of Birth]. I believe that a reference from your institution will greatly assist in the enrollment process.

I kindly request your support in confirming my custodial rights. Should you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]