

Date: [Insert Date]

To Whom It May Concern,

I am writing to inquire about the guardianship certification for [Name of the Minor], born on [Date of Birth]. I am the [Your Relationship to the Minor] and I wish to obtain the necessary documentation regarding the guardianship status.

Please let me know the steps required to obtain this certification, as well as any forms or fees that may be applicable. I would appreciate your prompt response to this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]