

Notification of Guardian Appointment

Date: [Insert Date]

Dear [Guardian's Name],

This letter serves to formally notify you of your appointment as the guardian for [Child's Name], effective [Start Date]. As the appointed guardian, you will be responsible for the welfare and care of [Child's Name] and ensuring their needs are met.

Please read and sign the enclosed agreement to acknowledge your acceptance of this appointment. Should you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

We appreciate your willingness to take on this important role and are confident in your ability to provide a nurturing environment for [Child's Name].

Thank you for your commitment.

Sincerely,

[Your Name]

[Your Title/Relationship]

[Your Address]

[Your Phone Number]

[Your Email Address]