

Official Guardian Notification

Date: [Insert Date]

To: [Guardian's Name]

Address: [Guardian's Address]

Dear [Guardian's Name],

This letter serves as an official notification regarding your role as the guardian for [Child's Name], born on [Child's Birth Date]. As the appointed guardian, you have the responsibility to make decisions regarding the child's welfare and to act in their best interests.

Please ensure that you keep updated records of all relevant information pertaining to the child's education, health, and well-being. If there are any changes to your circumstances or the child's situation, you are required to inform us immediately.

If you have any questions or require further clarification regarding your responsibilities, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]