

Guardianship Letter for Minor

John Smith
123 Main Street
Springfield, IL, 62701
December 30, 2024

To Whom It May Concern,

I, John Smith, am the parent and legal guardian of Emily Smith, born on January 15, 2015. I am writing this letter to formally grant temporary guardianship of my child to Sarah Johnson, residing at 456 Oak Avenue, Springfield, IL, 62702, from January 1, 2025, to December 31, 2025.

This decision has been made to ensure that my child's needs and well-being are properly addressed during my absence due to personal and unavoidable circumstances. Sarah Johnson has my full trust and confidence to care for Emily Smith and make necessary decisions in her best interest.

During the guardianship period, Sarah Johnson is authorized to make decisions regarding Emily's medical care, including emergency treatments, routine health checkups, and vaccinations. She is also authorized to make educational decisions, such as school enrollment, participation in extracurricular activities, and parent-teacher communications. Additionally, Sarah will oversee Emily's daily care, including her housing, food, clothing, and general welfare.

I have ensured that Sarah Johnson is fully informed about Emily's medical history, dietary needs, and any other personal requirements to ensure her comfort and safety during this time. Should there be any questions or need for clarification

regarding this guardianship, I am available to provide assistance and can be reached at (555) 123-4567 or johnsmith@email.com.

This letter serves as a formal and legally binding document, granting Sarah Johnson all necessary authority to act as Emily Smith's guardian during the specified period.

Signed,

John Smith

Accepted by,

Sarah Johnson

Notary Seal (if applicable)