Email Format to be followed for a Legal Guardian Letter.

To: name@email.com  
From: name@email.com

Subject: Legal Guardian Letter.

Respected Sir/Madam,

Dear Sir/Madam,

This letter is a legally binding document that gives \_\_\_\_\_\_\_\_\_\_\_\_\_\_ temporary guardianship of \_\_\_\_\_\_\_\_\_\_\_ . The guardianship will be effective from \_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_. He/She will be allowed to make any decisions regarding medical treatments or other types of permission required by the child during this period.

\_\_\_\_\_\_\_\_\_\_\_\_\_ will be in India on business during the time given in this letter and will not be easily available to make decisions if any medical treatment is required for their son. \_\_\_\_\_\_\_\_\_\_\_ can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or via mail at \_\_\_\_\_\_\_\_\_\_\_\_\_.  
The child’s doctor is Dr. \_\_\_\_\_\_\_\_\_\_\_\_and her phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The child’s dentist is Dr.\_\_\_\_\_\_\_\_\_\_\_\_ and his phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_. A copy of this letter will be given to both doctors.

Thanking you,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(your name).

Thanking you,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(your name).