

DATE

Name of parent in possession  
Address  
City, State, Zip Code

Re: Notice of Child Access or Possession

Dear *(parent in possession)*:

This letter is to inform you that I will exercise my rights to access and possession of our child(ren) as set forth in the court order entered in the \_\_\_\_ *(number assigned to district court)* District Court, Cause No. \_\_\_\_ *(cause number)*, in \_\_\_\_ County, \_\_\_\_ *(state)*, signed on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I will be at *(the place designated in the court order for you to pick up your child)* at *(the time designated in the court order for you to take possession)* on *(the date designated in the court order for you to take possession)* to exercise my rights to access and possession. The child(ren) will be returned to you as required by the court order.

I will expect you to have our child(ren) ready for my visitation as provided for in the court order. If there is some reason the child(ren) cannot be made available for my scheduled visitation, you should call me immediately at *(provide a phone number)*. Interference with my rights of access and visitation could result in a contempt action being filed against you. Child support arrearage is not a justification or defense to a charge of contempt for interference with visitation rights. A court finding of contempt can result in both jail time and a fine, as well as attorney's fees and court costs. It would be in everyone's interest, including the child(ren)'s, to avoid such litigation.

Sincerely,

Your Name  
Address  
telephone