

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E

Chancery Clerk

County

A D D R E S S L I N E

C I T Y , S T A T E Z I P C O D E

Re: Guardianship of , A Minor
Chancery Court of County,

Dear :

Enclosed herewith please find the originals and one copy each of the following documents for filing regarding the above referenced matter:

1. Petition to Appoint Guardian and Issue Letters of Guardianship; and
2. Waiver of Process, Entry of Appearance and Consent to Guardianship.

Please file same and return the stamped "filed" copies to the undersigned in the enclosed self addressed stamped envelope.

If you have any questions, please do not hesitate to call.

Sincerely,

By:

/
Enclosure