

[Date]

[Parent/Guardian Name]

[Address Line 1]

[City, State, Zip Code]

Re: [Case Name / Case Number]

Dear [Parent/Guardian Name],

I am writing to formally notify you that I have been appointed by the Court to serve as the Guardian Ad Litem (GAL) for your child(ren), [Child Name(s)], in the above-referenced legal matter.

My Role:

As the Guardian Ad Litem, my role is to represent the best interests of the child(ren). I do not represent you, the other parent, or any other party in this case. My objective is to provide the Court with an independent assessment and recommendations regarding the welfare of the child(ren).

Investigation Process:

To fulfill my duties, I will perform an investigation which may include:

- Interviews with both parents and/or guardians.
- Interviews with the child(ren) in a comfortable setting.
- Home visits (scheduled or unscheduled).
- Review of school, medical, and mental health records.
- Interviews with teachers, doctors, or other relevant third parties.

Confidentiality Notice:

Please be advised that there is no attorney-client privilege between us. Information shared with me may be included in my report to the Court and shared with the attorneys representing the parties involved.

Requested Actions:

To begin this process, please complete the enclosed questionnaire and return it to my office by [Date]. Additionally, I would like to schedule an initial interview with you on [Date/Time] at [Location].

Fees (If Applicable):

Pursuant to the Court Order, the fees for my services are to be paid as follows: [Detail payment structure/retainer]. Please remit the initial retainer of \$[Amount] by [Date].

I look forward to working toward a resolution that serves the best interests of your child(ren). If you have any questions, please contact my office.

Sincerely,

[Your Signature]

[Your Printed Name]

Guardian Ad Litem