

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Guardian Ad Litem's Name]
[Law Firm/Office Name]
[Address]
[City, State, Zip Code]

RE: Case Name: [Case Name] / Case Number: [Case Number]

Dear [Guardian Ad Litem Name],

I am writing to provide you with formal instructions and background information regarding your appointment as the Guardian Ad Litem (GAL) for my child(ren), [Child's Name(s)], in the above-referenced matter.

My primary goal is to ensure that the best interests of my child(ren) are represented throughout this custody evaluation. To assist you in your investigation, I would like to highlight the following areas of concern and points of interest:

- **Current Living Arrangements:** [Briefly describe the current schedule and environment].
- **Educational and Developmental Needs:** [Mention specific school details or special needs].
- **Specific Concerns:** [List specific issues regarding the other parent's conduct, safety concerns, or health issues].
- **Witnesses:** I request that you contact the following individuals who have direct knowledge of the child(ren)'s well-being: [List Names and Contact Information].

I have attached the following documents for your review:

- [Document 1: e.g., School reports]
- [Document 2: e.g., Medical records]
- [Document 3: e.g., Previous court orders]

Please let me know your preferred method for scheduling home visits, interviews with the child(ren), and further interviews with myself. I am committed to full cooperation with your investigation to ensure a timely resolution for the benefit of the child(ren).

Thank you for your time and professional attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Opposing Counsel Name/Self-Represented Party Name]