

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

[Date]

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

RE: Letter of Instruction Concerning Allegations of Neglect

Case Name: [Case Name]

Case Number: [Court Case Number]

Child(ren) Name(s): [Name(s) of Child(ren)]

Dear [Guardian Ad Litem Name],

I am writing to provide you with specific instructions and information regarding your investigation into the allegations of neglect involving the above-referenced child(ren). As the court-appointed Guardian Ad Litem, your role in evaluating the safety and well-being of the child(ren) is critical.

1. Scope of Investigation

I request that you investigate the following specific allegations of neglect:

- [Insert specific allegation, e.g., failure to provide medical care]
- [Insert specific allegation, e.g., inadequate supervision]
- [Insert specific allegation, e.g., environmental hazards in the home]

2. Key Witnesses and Contacts

Please interview the following individuals who have direct knowledge of the circumstances:

- [Name], [Relationship/Title] - [Contact Info]
- [Name], [Relationship/Title] - [Contact Info]

3. Records and Documentation

I am enclosing/authorizing the release of the following documents for your review:

- Medical records from [Provider Name]
- School attendance and performance records from [School Name]
- Police reports or social service agency reports regarding [Specific Incident]

4. Specific Areas of Concern

In addition to the formal allegations, please pay particular attention to:

- [Insert specific concern, e.g., the child's hygiene and nutrition]
- [Insert specific concern, e.g., the stability of the living environment]

5. Expected Timeline

We request that your preliminary findings or report be completed by [Date], in accordance with the court's scheduling order.

Please contact me at [Phone Number] or [Email] if you require additional information or signed releases to proceed with your investigation.

Sincerely,

[Your Signature]

[Your Printed Name]