

[Date]

[Guardian Ad Litem Name]

[Address]

[City, State, Zip Code]

RE: [Case Name / Case Number]

Dear [Guardian Ad Litem Name],

In accordance with the Order Appointing Guardian Ad Litem dated [Date], this letter serves as formal instruction regarding the document production requirements necessary for your investigation.

To assist in your evaluation of the best interests of the child(ren), please provide the following documents to this office by [Deadline Date]:

- **Educational Records:** Complete report cards, attendance records, and any Individualized Education Programs (IEP) for the past [Number] years.
- **Medical Records:** Records from primary care physicians, specialists, and dental providers, including vaccination histories.
- **Mental Health Records:** Documentation of any counseling, therapy, or psychological evaluations involving the child(ren).
- **Communication Logs:** Copies of text messages, emails, or call logs between the parties relevant to parenting time or child welfare.
- **Financial Documentation:** Evidence of child-related expenses, including extracurricular activity fees and childcare costs.
- **Criminal/Police Reports:** Any police reports or domestic violence injunctions involving either party.

Please deliver these documents via [Email/Secure Portal/Physical Mail]. If you require signed releases to obtain information directly from third-party providers, please forward the necessary forms to my office immediately.

We look forward to your report. Should you have any questions regarding these requirements, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Name/Law Firm Name]

[Your Title]

cc: [Opposing Counsel Name]