

**DATE**

**WARDS NAME**  
**ADDRESS**

**Re.: CASE NAME**  
**Index No. L&T**

Dear **WARD**:

I have been recently appointed your Guardian ad Litem (GAL) by Order of Judge (**Judge's name**) to represent your interests in the matter of (**Name of Case**).

A Guardian Ad Litem is a trained person who is appointed by a Judge to assist someone who is unable to protect his or her rights in a court case. The Guardian Ad Litem's goal is to help obtain assistance for the person.

Please call my office when you receive this letter to arrange for a meeting before the next court date on (**court date**). It is important that we discuss your case as soon as possible.

I look forward to hearing from you.

Very truly yours,

---

**(name of the GAL)**