

Custody Transfer Arrangement

Subject: Child Custody Transfer Schedule - [Child's Name]

Dear [Co-parent's Name],

I hope this message finds you well. I am writing to confirm the custody transfer arrangements for [Child's Name] as outlined in our custody agreement dated [Date].

Transfer Details:

- Transfer Date: [Specific date]
- Transfer Time: [Specific time]
- Pick-up Location: [Address or meeting point]
- Return Date: [When child returns]
- Duration: [Length of custody period]

[Child's Name] will have [his/her] overnight bag packed with clothes, medications, and comfort items. Please ensure [he/she] has completed homework and any scheduled activities during your custody time.

If you need to make any changes to this schedule, please provide at least [notice period] notice. In case of emergency, please contact me immediately at [emergency contact].

I want to ensure this transition is as smooth as possible for [Child's Name] and appreciate your cooperation in maintaining consistency.

Best regards,

[Your Name]

[Contact Information]

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