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# The Your Name Here Law Firm, P.L.L.C.

Date

Street Address

City, ST, ZIP Code

Dear RECIPIENT:

My name is ATTORNEY'S NAME, and I have been appointed as your guardian ad litem attorney in an incompetency case that has been filed against you. As your guardian ad litem, it is my job to determine what you want to have happen in the case, to represent you in court, and to make recommendations to the court about what is in your best interests. The case number is FILE NUMBER and is scheduled to be heard at TIME OF HEARING on DATE OF HEARING at the COURTHOUSE NAME, located at COURTHOUSE ADDRESS. You have a right to attend this hearing, and I can work with you on ways that will make it possible for you to participate if you choose.

This case could have a major effect on your life. You could lose the ability to make important decisions about yourself and your property. You have a right to contest this case. It is very important that you and I speak as soon as possible so that we can discuss this case and so that I can advise you on your rights and on what steps to take next.

Please contact me when you receive this letter.

Sincerely,

YOUR NAME

**STREET ADDRESS, CITY, ST, ZIP CODE**

**T (123) 456-7890 WWW.COMPANY.COM**