

Your address

Your ex-partner's address

Date

Dear (your ex-partner's name)

I am writing to you to in relation to the living arrangements for our son/daughter, X.

I propose that (*detail proposed living arrangements see examples below*)

*...we have a shared living arrangement where X lives with me from Monday – Sunday in week one and with you Monday – Sunday in week two, repeating in a cycle.*

*...X live with you Monday-Friday and with me Saturday-Sunday repeating on a weekly basis.*

*...during school holidays I propose that X spend alternate half term holidays with me. During Easter I propose that X spend one week with each of us and during summer I propose that X resides with me for 2 weeks with the remainder of his/her time with you.*

I believe this to be in the best interests of X so that he/she can spend a sufficient amount of time with both of us.

I would prefer to reach an agreement with you without having to go to court. If we cannot reach an agreement I am more than happy to go to a Family mediator to discuss arrangements.

I am also happy to draw up a Parenting Plan with you to agree on key points such as:

- When we need to consult each other about a parenting decision
- How we will behave in front of X and talk about each other to X
- How we will share information about X (such as school reports and medical concerns)
- How we will listen and act on X's wishes and feelings
- How we will settle any disputes
- What to do in emergencies (e.g. medical emergencies and accidents)
- When it is appropriate to call/text/email each other
- How we will introduce our new partners to X
- How we will maintain contact with our wider family members
- Who will hold X's passport and how much notice to give for holidays abroad

I look forward to your response and hope that we can reach an agreement about this which is in the best interests of X.

Yours Sincerely

(your name)