

GAL NAME

GAL ADDRESS

GAL TELEPHONE NUMBER AND E-MAIL ADDRESS

DATE OF LETTER

WARD NAME

WARD ADDRESS

RE: CASE NAME

CASE INDEX/DOCKET NUMBER

Dear WARD NAME:

I have been appointed by the Court to act as your Guardian Ad Litem (GAL) in the above-referenced landlord-tenant proceeding. As a GAL I cannot provide you with legal advice or act as your attorney, but instead will seek to assist you as a non-attorney advocate. Please contact me upon receipt of this letter so that we may discuss moving forward.

Thank you.

Very truly yours,

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