
[Date]

[Custodial Parent]

[Custodial Parent Address]

[Custodial Parent Address]

Re: Notice to Exercise Court-Ordered Possession and Access (Visitation)

Dear _____,
[Custodial Parent]

I plan to see our child(ren) according to the court-ordered possession and access (visitation) schedule, as written in the most recent court order which was signed by the judge in our case in Cause No. _____ .
[Cause Number]

I will be at [choose one]

Your residence at _____ .m.
[Time, including a.m. or p.m.]

The school where our child(ren) is/are enrolled, when school is dismissed. [Choose this option only if it is already ordered by the Court]

Other: _____

[Time and place where your visitation is ordered to take place]

I will be at this location on _____ to
[Date designated in the court order for you to take possession]
exercise my rights to see our child(ren).

You should have our child(ren) ready for my visitation as provided for in the court order.

I will return our child(ren) to you as required by the court order.
I intend to continue exercising my possession and access (visitation) rights according to the court ordered schedule from now on.

Interfering with my court-ordered access and visitation rights could result in a contempt action being filed against you. Failure to pay child support is not a justification or defense to a charge of contempt for interference with court-ordered visitation rights. If a court finds you in contempt for denying my court-ordered access to our child(ren) the court may sentence you to jail time, and order you to pay a fine, attorney's fees and court costs. It would be best for everyone, especially our child(ren), to avoid such litigation.

Sincerely,

[Your name]

[Your Address]

[Your Address]

[Your phone number]