

## Availability of Time Memo

Dear \_\_\_\_\_;

My regular schedule for our child(ren) to be with me is \_\_\_\_\_  
\_\_\_\_\_.

For the following reason, I will be unable to keep the schedule; \_\_\_\_\_  
\_\_\_\_\_.

I would like to extend the opportunity for you to have our child(ren) during this time. Our child(ren) should have the opportunity to be with you instead of someone else. If I don't hear from you by \_\_\_\_\_, I will need to make other arrangements. As always, I will inform you as to where and with whom our child(ren) will be during this time.

Signed \_\_\_\_\_

Dated \_\_\_\_\_