

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Congratulations on Adoption of Child

Dear :

I am so happy that your dreams of adopting child have come true. Congratulations on your family getting another member and congratulations to the child for being lucky enough to get you as a family. I wish you all the best of luck. You have done a great deed by bringing a child into your family.

Congratulations!

Sincerely,

N A M E