

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

<date>

<Name>

<address>

<address>

Re: Adoption of _____

Dear <Name>:

Enclosed is the Certificate of Live Birth form for <Name>. Please sign in the space provided as "Informant". Please sign this as soon as possible and return in the enclosed self-addressed, stamped envelope. Once this is done, this will conclude this matter.

Thank you for your prompt assistance in this matter.

Sincerely,

BY:

/
Enclosure