

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

<date>

<Name>

<address>

<address>

Re: Adoption of _____

Dear <Name>:

Enclosed herewith please find the original Petition for Adoption and other related matters which we have prepared for your signature. Please sign the Petition in front of a notary on the spaces provided on pages 4 and 5.

Also enclosed is a Certificate of Examination and a cover letter from me which you need to take to Dr. <Name>. Please request Dr. <Name> to sign the Certificate in the space provided before a notary. A Certificate of Examination must be filed with the Petition and if Dr. <Name> is not willing to do so, you must find some other physician to examine Child and provide the Certificate.

Once you have signed the Petition and obtained a signed Certificate of Examination, please return both originals to me in the enclosed envelope. Once these documents are return, we can file the Petition with the Court and obtain a hearing time.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosures
pc: