

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

<date>

**HAND DELIVERY**

Honorable <Name>  
Chancellor, County Chancery Court  
County Courthouse  
<address>

**Re:** \_\_\_\_\_

Dear Judge <Name>:

Enclosed is a copy of the Consent to Adoption, Release of Parental Claim and Waiver of Service of Process which has been filed this date with the Clerk. Pursuant to our hearing on \_\_\_\_\_, 20\_\_\_\_, please sign the Order which was left with you and have it entered with the Clerk.

With kindest regards, I remain

Sincerely,

BY:

/  
Enclosure