

Date:

To:

Adoption Agency Name

Address

City, State, Zip

## Adoption Information Request Letter

Dear Sir or Madam,

I am writing to request information regarding the adoption process. I am interested in learning more about the requirements, procedures, timelines, and any other relevant details pertaining to adoption through your agency.

Specifically, I would like information about:

- Eligibility criteria
- Required documentation
- Home study process
- Estimated fees and costs
- Current waiting period
- Other important considerations

Please let me know how I can obtain this information, and if there are any forms or procedures I should complete as the next step. Your assistance is greatly appreciated.

Thank you for your time and attention.

Sincerely,

Name:

Address:

City, State, Zip:

Phone:

Email: