

# Notification of Adoption Process Initiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Adoption Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Adoption Agency Contact Person],

I am writing to formally notify you of my intention to initiate the adoption process. I am enthusiastic about the opportunity to provide a loving home to a child in need and wish to begin the necessary steps as outlined by your agency.

Please let me know the required documentation and any initial meetings that need to be scheduled. I look forward to your guidance throughout this journey.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]