

# Request for Access to Adoption Records

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

To Whom It May Concern,

I am writing to formally appeal for access to my adoption records. I believe that obtaining this information is essential for my personal understanding and connection to my history.

Details of Adoption:

- Adoption Date: [Adoption Date]
- Adoptive Agency: [Agency Name]
- Case Number: [Case Number]

As a [reason for seeking records, e.g., adult adoptee, birth parent], I understand the importance of privacy and confidentiality. Nevertheless, I hope to gain insight into my medical history and familial background.

I appreciate your attention to this matter and would be grateful for your prompt response. Please let me know if you require any further information to process my request.

Thank you for your consideration.

Sincerely,

[Your Name]