

Notification of Initiation of Adoption Procedure

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that the procedure for adoption has been initiated as per your request. This letter serves to outline the next steps in the process and any required documentation you will need to prepare.

As part of the adoption process, please ensure you have the following information and documents ready:

- Completed adoption application form
- Background check and home study report
- Verification of income and employment
- References from friends or family

We appreciate your sincere interest in providing a loving home for a child and are here to support you through this journey. The next meeting is scheduled for [Insert Date and Time]. It will be held at [Location].

If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]