

Request for Adoption Certification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a certified copy of my adoption records for [Child's Name], who was adopted on [Date of Adoption]. The details of the adoption include:

- Adoption Agency: [Agency Name]
- Adoption Case Number: [Case Number]
- Adoptive Parent(s): [Your Name(s)]

This certification is required for [reason for request, e.g., legal purposes, applying for benefits, etc.].

Please let me know if any additional information is required to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]