

Embassy of [Country]

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:
The Consular Officer
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Facilitation for Child Adoption Visa Application

Dear Consular Officer,

I am writing to request your assistance in facilitating the visa application process for the adoption of [Child's Name], born on [Child's Date of Birth] in [Child's Place of Birth]. We, [Your Full Name] and [Partner's Full Name], have completed all necessary legal procedures for adoption in accordance with the laws of [Adoption Country].

We kindly request your guidance and support in expediting the visa process to enable us to bring [Child's Name] to [Your Home Country]. All relevant documentation, including the adoption agreement, background checks, and financial statements, have been enclosed with this letter.

Thank you for your attention to this matter. We are hopeful for your timely assistance in helping our family grow. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Partner's Printed Name]