

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Adoption Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Agency's Name or Contact Person],

I hope this letter finds you well. I am writing to follow up on the status of our international adoption application submitted on [submission date]. As we approach [mention any upcoming significant date, if applicable], we are eager to receive any updates regarding our case.

Understanding the complexities involved in international adoptions, we appreciate all the hard work you and your team are putting into our application. If there are any documents or additional information needed from our side, please let us know.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Family Name, if applicable]