Re: , (DOB:)

Dear :

Legal custody and guardianship of was transferred to the Wisconsin Department of Children and Families, Division of Safety and Permanence on by order of the Circuit Court, Juvenile Division, with the Honorable presiding.

As the guardianship agency worker for , I'm writing to request a copy of birth records and any other medical records that you have in the child's hospital file. You may send this information to my attention in the enclosed, pre-addressed envelope.

Thank you for your assistance in this matter.

Sincerely,

, Social Worker
Worker's Phone number
Adoption and Consultation Unit
Division of Safety and Permanence