AGENCY LETTERHEAD

Dear,

I am the POSITION with the AGENCY. I am writing you about NAME OF CHILD, who I believe may be your relative. Enclosed is a photo of NAME OF CHILD . NAME OF CHILD is currently in out-of-home care and I am working with NAME OF CHILD to find family members. I realize this letter may come as a surprise but I am hopeful we can have an opportunity to talk more about NAME OF CHILD. At this point NAME OF CHILD knows very little about his family which is why I am reaching out to you. Any information or photos that you could provide will make a difference in NAME OF CHILD life.

If you are interested in learning more about NAME OF CHILD, would like to provide a photo or information of family members, or would like to be reconnect with NAME OF CHILD please contact me. If you are uncertain at this time about contacting me but know of other relatives that may want to learn more about NAME OF CHILD please pass my contact information on to them.

My phone number is XXX-XXX-XXXX and my email address is:

I look forward to hearing from you.

Sincerely,

 Signature Line