

[Date]

Dear [Prospective Parent Name],

Welcome to [Organization Name]! We are honored that you have chosen us to accompany you on your journey toward parenthood.

We understand that this is a significant and emotional milestone in your life. Our team is committed to providing you with the guidance, resources, and support you need as you explore the possibilities ahead. Whether you are just beginning to research or are ready to take the first formal steps, we are here to ensure you feel informed and empowered.

To help you get started, we have outlined your next steps below:

- **Initial Consultation:** Scheduled for [Date/Time] with [Staff Name].
- **Resource Portal:** You can access our parent guide at [Link].
- **Documentation:** Please review the attached introductory packet.

If you have any immediate questions, please do not hesitate to reach out to your dedicated coordinator, [Coordinator Name], at [Phone Number] or [Email Address].

We look forward to being a part of your story and helping you build your family.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]