

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

[Date]

[Recipient Name or Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name/Agency Coordinator],

We are writing to formally introduce ourselves as we begin our journey on the path to parenthood through [Adoption/Surrogacy/Fertility Treatment]. Having dreamed of building a family for a long time, we are eager to take this next step with your guidance and support.

Our home is filled with love, stability, and a strong community of friends and family who are excited to welcome a new member into our lives. We are committed to providing a nurturing, safe, and supportive environment for a child to grow and thrive.

Attached to this letter, you will find our [Family Profile/Medical History/Application Forms] which provide more detail about our backgrounds, values, and our vision for our future family.

Thank you for your time and for the vital role you play in helping families like ours. We look forward to hearing from you and discussing the next steps in this process.

Sincerely,

[Your Signature(s)]

[Printed Name(s)]