From, (Sender’s name and address)

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\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ (Sender wrote the letter in this particular day)

To, (Receiver’s name and address)

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Letter about your adoption application

Respected Madam,

We are very glad to receive an adoption application from you. In reference to the application, we would like to inform you that your application is under process. According to the norms of the house, you have to undergo certain tests. Satisfying results will allow you to adopt the infant you applied for.

These tests are some health checks and other paper work, to ensure that the future of the kid is well protected. Thanking you.

Yours sincerely,