Example Letterbox Contact from birth mother to adoptive parents

Dear Sophie and Sarah's adoptive parents, (or first names if provided)

Thank you for your letter it was good to hear how the girls are getting on. I am glad that Sophie can swim, and that she has gained her swimming badge. I can swim but not very well.

It's good to know that they're doing well at school and that Sarah's eczema is better too.

I am working now, at a local nursing home and am really enjoying it.

I have a new dog, his name is Marley. He is brown and white and he loves walks, and his food. He likes to sit by the fire and keep warm. We go round the park every day, and sometimes we go along the canal.

It was my birthday last week and I had cards and presents, and my mum made a cake for me.

Thanks very much for the news, let them know I'm proud of them.

Best Wishes,

.....(first name) or (birth mum.....)