***<Delete instructions in italics before sending letter! This is an example template for when photos are shared in office only and includes example wording that may not apply to your child – adapt it to your specific situation and child, and see your Letterbox Contact Agreement for any requirements that may make parts of this unsuitable for use.>***

DATE

Hello!

***<Reassurance that child is settling in well and is happy. Ideally include a question.>***

CHILD is settling in so well. She hums happy little tunes a lot and dances as soon as she hears any music. Are you musical? She loves <nursery rhyme>.

***<Update on physical health. Ideally include a question.>***

CHILD has # teeth now; # on the top and # on the bottom. Her hair is getting long at the back and starting to curl. She is not keen on hair clips or bands, so usually wears it down. She is getting the hang of standing up and it looks like she will start walking around the furniture soon.

CHILD has been sleeping well at night and has 2 naps during the day, for about 40 minutes each. She cuddles her favourite monkey teddy when she sleeps.

CHILD has been eating really well. Her favourite foods at the moment are <insert favourite foods>. She does not like <food>! What are your favourite foods? CHILD has been enjoying learning to feed herself with a spoon. She is getting the hang of it!

CHILD has had a cold in the past few weeks, but it didn’t bother her too much and she has been otherwise healthy.

***<Update on interests. Ideally include a question.>***

CHILD loves musical toys and toys with wheels. She has been trying to figure out a shape sorter toy and her concentrating face is adorable!

Her favourite cartoons at the moment are <insert here> and she really likes lift-the-flap books.

She is just getting into drawing and painting and gets very messy, but has SO much fun doing it and then enjoys splashing in the bath afterwards. Hope you enjoy the artwork included with this letter!

We have been going on lots of walks and picnics. CHILD has enjoyed seeing ducks and really likes the slide at our local park. She gets very excited and tries to put her shoes on! She points at any animals we see on walks, and was very excited when we saw some cats on a walk and one came right up to us. Do you like animals?

***<When you sign off, include a reminder of how to respond.>***

Hope you are well and that this has been comforting for you to hear that CHILD is safe, healthy and happy. We hope to hear from you soon. You can reply to <insert letterbox coordinator details from the contact agreement>. There are some photos ready for you to view in the adoption agency’s offices. We show CHILD photos of you regularly and would really love a recent photo of you to show her.

Best wishes,

<Names / Initials etc. See Letterbox Agreement for sign-off requirements.>