***Recommended Sample Template for Letter of Intent***

*Date*

*Birth Parent Attorney Name*

Attorney for *Birth Parent’s Name*

*Attorney’s Address*

RE: *Child Name and date of birth*

Dear Counsel:

*Child Name* is not in a pre-adoptive home at this time. The Department agrees to continue pursuing an adoptive home that will honor the following provisions with the *mother/father*:

***Guidelines for Communication and Contact****: Suggested Language to Consider*

*If visitation is to be included in the plan, please include the following:*

1. The adoptive parent(s) agree to facilitate visitation between the birth *mother/father* and that child at least \_\_\_ time(s) per year. The adoptive parent(s) will identify the month(s) of the visit(s). Each visit will be \_\_\_\_\_\_\_\_\_\_ in duration.

*If photographs/letters/cards/written or electronic communication to be exchanged, please include the following:*

1. The adoptive parent(s) shall provide the *mother/father* with a letter and current photo of the child \_\_\_\_ times per year. The letter and photo shall be sent to an address provided by the birth *mother/father*.
2. The birth *mother/father* may communicate with the child in writing and photos \_\_\_ times per year. Such writings and photos shall be sent to an address provided by the adoptive parents. All written communications from the birth *mother/father* to the child shall be screened by the adoptive parent(s), who shall have sole discretion as to whether and when to share such communication with the child.

*If phone/Skype/FaceTime or other similar real-time communication is to occur, please include the following:*

1. The birth *mother/father* may have *supervised/unsupervised* *phone/Skype/FaceTime* contact with the child \_\_\_\_ time(s) per year. The adoptive parent(s) will identify the month(s) of the contact(s). Each contact will be \_\_\_\_\_ minutes in duration. It is the birth *mother/father*’s responsibility to provide and maintain a current phone number to the adoptive parent(s). A *phone/Skype/FaceTime* contact may be terminated if it is determined not to be in the best interests of the child by the adoptive parent.

*All Letters of Intent should contain the following:*

1. The assigned worker will provide the adoptive parent’s contact information to the birth *mother/father* and will provide the birth *mother/father*’s contact information to the prospective adoptive parent(s).
2. It is the birth *mother/father*’s responsibility to maintain a current address and notify either the assigned case worker if applicable or the adoptive parent(s) of any changes of address. In the event that the birth *mother/father* fail to maintain an address or address update, then the adoptive parent’s obligation to continue to provide *visitation/letters/photos* shall be terminated. Subsequent contact may be provided at the discretion of the adoptive parents should they later obtain a valid address from the birth *mother/father.*
3. At the discretion of the adoptive parent(s) and child, the contact between the child and birth *mother/father* may be increased beyond the frequency described above. Increasing contact or communication beyond that set in this letter does not create an obligation on the part of the adoptive parent(s) to continue the increased contact or communication.

The Department and *GAL/CASA if applicable* agree that the terms of the proposed communications outlined in this letter is in the best interests of the child and will continue to make reasonable efforts to locate an adoptive placement who will agree to these terms. This letter of intent is not a binding contract and ultimately the best interests of the child will prevail when identifying an adoptive family.

Sincerely,

*Case Worker Name*

*Address*

Cc: Guardian ad Litem/CASA *if applicable*

Child’s Attorney *if applicable*

Assistant Attorney General

*Birth parent name*