



Post Adoption Support

Guidance for writing mailbox letters

From Adopters To Birth Families



What information should I include in my letter?

A mailbox letter is a way for adopters and birth parents to safely share information.

There are times when this does not feel easy, but it is important to remember that adopted children benefit greatly from these exchanges.

Some suggestions

- Talk about what's happening in the child's everyday life, interests, hobbies, likes and dislikes.

Example – Favourite foods, TV programmes, books, school subjects.

- How they are getting along with their friends.
- **Progress at school.**
- Positive comments that the child has made about adoption or the information included in their life story book about their birth family.
- **Mention the child's health and general development.**
- It may be useful to include information about any relevant changes in the adoptive family.

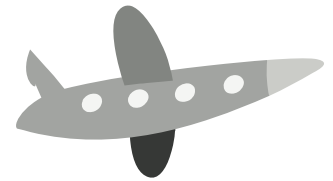
REMEMBER Writing a letter is a way of making it clear to the child that their adoptive family accept everything about them including their birth family and past life.

Finally

While we all like to give positive news, occasionally adoptive parents and birth families may sometimes have to share worrying or distressing information about:

- **Health issues**
- **A death in the family**
- **Difficulties in their family**

Sometimes it is best to discuss with a worker from the post adoption support team about how to pass on such news.



We've put together a step-by-step guide to help you to post your letter.

Step one

Please put your letter/information update into a plain stamped, unsealed envelope.

Step two

Place this envelope in another envelope, together with a note with your name and address (sender), name and date of birth of the child the letter relates to and who the letter is for (birth relative).

Without this information the mailbox administrator cannot identify who the letter is from and where it needs to go.

From - Peter & Stella Smith

To - Jayne Jackson (Birth Mother of Thomas Jackson)

DOB 15/07/2006

Step three

Please then post to:

Adoption Mailbox
Room C27A
PO Box 1337
County Hall
Preston
Lancashire
PR2 0TG



If you have any queries please contact us on 0300 123 6701



