**Letter requesting evidence of eligibility for adoption leave and pay (adoption from overseas)**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Thank you for informing me about your plans to adopt and that you intend to take statutory adoption leave. I would like to extend my congratulations to you.

In order to take statutory adoption leave, you must provide us with certain pieces of information. I have listed the information below and would appreciate it if you could produce it as soon as possible.

* a copy of the official notification
* the date on which the child is expected to enter Great Britain or the date of entry if the child is already here
* evidence of the date the child arrived in Great Britain within 28 days of that date
* the expected placement date, or the actual placement date if the child has already been placed for adoption
* a declaration that you will be taking adoption leave and/or pay, not paternity leave and/or pay
* the date on which you intend to commence your adoption leave (giving 28 days’ notice).

Please do not hesitate to contact me if you have any further questions about any aspect of your adoption entitlement.

Yours sincerely,

*[Insert name]*

*[Insert job title]*