**Letter requesting evidence of eligibility for adoption leave and pay (adoption within UK)**

*[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.

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:

* your name and address
* the name and address of the adoption agency
* the date on which you were notified of being matched with the child
* the expected placement date, or the actual placement date if the child has already been placed for adoption.

Providing us with the Matching Certificate will satisfy the requirements above.

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

Yours sincerely,

*[Insert name]*

*[Insert job title]*