

A Guide to Sending Letters and Photos to the Birth Country



Holt supports adoptive parents and adoptees who wish to correspond with birth family and foster family if they are known and open to communication. Even if birth or foster parents are not known or not currently available, adoptive parents and adoptees may send letters and photos through us to the adoptee's file in their birth country. They will be available if the birth or foster parent comes forward.

When you send letters and photos through Holt, please consider the following:

- Include only **non-identifying** information in the letter, such as family composition, occupation, education, skills, talents, interests and family stories. Please limit each letter to one page in length.
- Limit the number of photos to 8-10. If sending electronically please limit each photo's file size to under 500kb, and send only JPG or BMP formatted files.
- Letters will be translated by our partner agency staff or volunteers. You don't need to have it translated yourself.
- Please include a cover letter or note with your identifying information, adoptee's birth name, and case number if known. This will allow us to match the letter and/or photos with the correct file.
- Make sure that you have not accidentally included identifying information, such as the adoptee's adopted name, family name, your address, your telephone number, your email address, an unusual occupation, or the name of an organization that you are connected with. All identifying information will be removed prior to forwarding.
- **Do not** send gifts, photo albums, frames, or anything in addition to your letter and photos. We will not be able to forward them, and cannot store them on your behalf.
- You may submit these items electronically by emailing pas@holtinternational.org or by regular mail to our home office at the address below, **Attn: [Country] Program**. Please note that hard copies will be scanned and forwarded to our partner electronically in most cases.
- You may send updates for as long as you wish, regardless of the adoptee's age. We are unable to request the status of correspondence, or confirm its delivery to the birth or foster family.

Please let us know if we can assist you in any way!

