

Dear contact person,

I am writing about client who I believe may be a relative of yours. I am a Family Liaison here in location or agency.

I do not know how much you know about client, and I understand this letter comes to you as a surprise. I apologize for any possible pain this letter may cause. I am writing because client would so much appreciate some information about his/her extended family, such as who he/she looks like, how many cousins he/she has and if there are family reunions. You can imagine the sorts of questions that a boy/girl would have about his/her family and culture.

I will call in a week to make sure you received this letter. In the meantime, if you would like to talk to me sooner, please feel free to write or call me. Thank you in advance for helping client discover a greater sense of identity.

Sincerely,

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