Correspondence Tracking Form	Correspondence Tracking Form
Name:	Name:
Address:	Address:
Phone Number:	Phone Number:
Relationship to Child:	Relationship to Child:
Receiving Family:	Receiving Family:
<u>Check all that apply</u>	<u>Check all that apply</u>
□ Package	
□ Letter	☐ Letter
□ Loose Pictures	☐ Loose Pictures
□ Photo Album	□ Photo Album
Postage Payment Information	Postage Payment Information
□ Pre-stamped envelope	☐ Pre-stamped envelope
•	
☐ Stamps	☐ Stamps
□ Check or money order	☐ Check or money order
Additional requests:	Additional requests:
Itemized list of correspondence contents:	Itemized list of correspondence contents:
Correspondence Tracking Form Name:	Correspondence Tracking Form Name:
Address:	Address:
Phone Number:	Phone Number:
Relationship to Child:	Relationship to Child:
Receiving Family:	Receiving Family:
Chack all that apply	Check all that apply
Check all that apply	
□ Package	□ Package □ Letter
□ Letter	
□ Loose Pictures	☐ Loose Pictures
□ Photo Album	□ Photo Album
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