



Post Adoption Services
UBS Tower, 9th Floor
315 Deaderick Street
Nashville, TN 37243

Date: _____

Dear _____,

I am a Program Specialist at Tennessee Department of Children's Services. I am required to conduct a search to locate specific persons under specific legal guidelines for their written consent.

I am conducting a search for the following individual:

Name: _____ **DOB:** _____

Please contact my office to assist me in determining if you are the individual I am seeking to locate. Once your identity is established, I will be able to provide you with more detailed information regarding the purpose of this search. It is very important that I establish contact with you as soon as possible.

My contact information is below. If you call and receive my voicemail, please leave a message and provide the best phone number for me to contact you during regular business hours between 8:00 am – 4:30 pm.

Tennessee Department of Children's Services
Post Adoption Services
UBS Tower, 9th Floor
315 Deaderick St.
Nashville, TN 37243

Sincerely,