

### **Personal Reference Letter**

This outline may be helpful to generate ideas, thoughts, and comments for your reference letter. This list contains suggested topics, but you are not required to answer each topic.

**Reference letters must be signed, dated, and include your current contact information. You may either mail or scan and email your signed letter to the addresses listed below.**

Reference letter topics:

Explain your relationship with the adoptive parents including the length and nature of your relationship.

State your understanding of the adoptive parents' desire and motivation to adopt.

Elaborate on any strengths or character traits that would contribute to providing a positive home environment for a child.

Share any concerns you have regarding the adoptive parents' ability to parent or provide for a child.

Provide any additional information which you believe would be helpful in determining the adoptive parents' abilities to raise a child.