

## **Personal Reference Letter**

This outline may be helpful in generating ideas, thoughts, and comments for your reference letter. This list contains suggested topics, but you are not required to answer each topic. You may be contacted for an additional phone interview if needed.

### **REFERENCE LETTERS MUST BE SIGNED, DATED, AND LIST YOUR CONTACT INFORMATION**

**You may return this letter directly to the adoptive family requesting it. However, if you have any concerns or sensitive information, please mail it to me at the address listed below. You can also scan and email a signed letter to me at the email address listed.**

### **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' ability to raise a child.