To: name@email.com

From: name@email.com

Subject: Adoption Reference Letter

Dear Mr./Ms/Mrs.\_\_\_\_\_\_(Name of the recipient)

About the adoption application of Mr. and Mrs. Peter, we have known the couple for three weeks, and after a conclusive as well as careful examination, the couple gets our total permission. During this time, the couple has asked us into their house and presented us where the kids will be living, the activities that the children will be participating and the schools that they are planning to take the children, together with some modalities.

These patterns comprise their constant personal rapport as a couple, the couple’s financial capability to bring up the two adolescent children and also their spiritual background. We greatly recommend Mr. and Mrs. Peter as fitting parents, and if there is further information derived from our assessment that is required, we will provide directly or through the social office of child welfare.

Yours truly,

Bernice Penn