

Reference letter for adoptive parents

[Your Name]

[Address]

[Letter Date]

[Recipients Name]-optional

[Address]-optional

To Whom It May Concern

Dear [Recipient's Name],

My name is [enter name]. I am residing in [enter place] and working at [enter organization] as [enter title]. Mr. & Mrs. [enter name] happens to be my family friends and I know them since my childhood. Even after many years of marriage they don't have any kids and I have come to know that they want to adopt a child from your center which is quite pleasing to hear. Kindly accept my referral in their favor. I assure you that both of them are kind enough to take care of the adopted child very well and will give him/her an extra ordinary love since they don't have a kid of their own. For any further confirmations you can contact me at [123-4567-8901].

Sincerely,

[Your Name]

[Senders Title] -Optional-