

Character Reference Letter For Adoption

[Your Name]
[Your Address]
[Phone Number]
[Email Address]

[DATE]

[Name of Recipient]
[Role or Position of Recipient]
[Name of Adoption Agency]
[City, State, Zip Code]
[Contact Number]
[Email Address]

Dear Mr./Ms. [Name of Recipient]

I am writing this reference letter on behalf of [name of parent wanting to adopt a child], a friend of mine who has recently taken interest in adopting a child from your agency.

My name is [your name] and I have had the privilege of knowing [name of parent for [give period in years]]. I consider him/her to be a man/woman of great character. He/she is a professional with a respectable job, he/she has been active in helping his community by volunteering and being involved in social events. He/she is also a graduate of [name of degree] with highest honors. He/she is respected among his/her peers. But the most valuable trait he/she has is how amazing he/she is with children.

Thank you for your time and have a wonderful day ahead.

Sincerely,
[Signature]
[Your Name]