

## AAA Partners In Adoption, Inc.

### **Suggested Guideline for writing a Letter of Reference:**

1. How long have you known the applicants?
2. What is your relationship with the applicants, i.e., friend, co-worker, etc.?
3. What characteristics do the applicants possess that will be assets in their parenting?
4. Include description of marital relationship.
5. Observations of applicants relating to children.

**\*\* This is a guide for your convenience; however, please feel free to include any comments which you feel are pertinent.**

**\*\*\*Please note:** In order to insure the integrity of any letter of reference it must be sent directly to the recipient without being forwarded by another party.

**The applicant should provide the originator/author of a letter of reference with the NAME AND ADDRESS OF ALL RECIPIENTS.**

**Recipients should include:**

**Adoption Consultant:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Country/Zip \_\_\_\_\_

**Applicant:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Country/Zip \_\_\_\_\_

**Note to Applicant:** Four (4) written letters of reference are required.  
Two (2) from relatives NOT living in your household: One from husband's family  
and one from wife's family.

Two (2) from NON-relatives  
If you have worked with children in the past 5 years,  
one of these references must come from your employer.

*(Neither AAA Partners In Adoption or any of it's agents can forward or duplicate a letter of reference)*