



Florida Adoption Center LLC

Love Makes a Difference!

REFERENCE LETTER GUIDELINES

Name of Reference

Address: Street number, Street name, City, State Zip

Re: Name of Applicant(s)

Dear Reference:

The above named family has applied for adoption services and has given your name as a personal reference. The responsibilities and duties of parenthood are most serious and require careful consideration. As someone who has known this family for a long time, your insight and opinion are important to us. Please answer the following questions as honestly and thoroughly as possible. We do not expect adoptive parents to be “perfect” so please feel free to describe their weaknesses as well as their strengths. In addition, please sign the letter, as all letters must have a signature.

Thank you for your assistance to this family.

1. How long have you known this family, and what is your association with them (professional, social, neighbors, etc.)?
2. Describe their individual personalities, character, interests, and health.
3. Describe their marital relationship? What are their strengths and weaknesses, individually and as a couple?
4. Please describe their lifestyle, activities, and interests.
5. Have you ever seen evidence of financial instability? Have you ever seen evidence of relationship instability, witnessed or heard about drug use or alcohol abuse use, or felt counseling was needed? Please explain.
6. Why do you think they wish to adopt a child?
7. Have you observed them around children and under what circumstances? How are they with children?
8. Please describe the type of parents you feel they will be.
9. Do you think an adopted child will be accepted in their family and community?
10. How do you feel about their adoption plans?
11. Do you believe they can easily handle any problems which may arise when an adopted child enters their home?
12. If you were responsible for a child’s future, would you want this family to adopt the child? Please explain
13. Would you leave your children with them? Why? Why not?

Please type your letter in a word document, email an unsigned copy of your letter (the word document) to Office@FloridaAdoptionCenter.com and mail a signed copy of your letter to our office: Attn: Adoption Program. Florida Adoption Center LLC, 1600 Sarno Rd, #8, Melbourne, FL 32935

Please be assured that your letter will be treated confidentially. Thank you in advance for your assistance in our evaluation.