

Adoption Letter of Reference Request

Thank you for writing a letter a reference to help complete our Home Study for Adoption.

Here are the necessary guidelines:

1. Your letter must be notarized. There are two notaries in Susan's office if you would like us to handle it for you, but you are welcome to find a notary public on your own as well. If there is a fee, we will reimburse you. Please be sure to include the required language for the notary at the bottom of your letter as shown in the examples provided.
2. The letter, once notarized, should be mailed in a sealed envelope to our home address as follows:

Our Last Name

Att: Social Worker

Street Address

Arlington, VA XXXXX

(If you would like Susan to have the document notarized for you, please do not seal the envelope, but address it in your handwriting. Susan will seal and mail it.)

3. We will provide two sample letters so that you can see the kinds of things that people say in these reference letters, but in general you want to touch on: how you know us and how long you have known us; why you like us (hopefully you do like us); what qualities will make us good parents (hopefully you think we will be good parents); how you will be part of our lives during the adoption process and after our adoption.
4. You can keep your letter completely private since we have to deliver them sealed to our social worker. However, please remember that the letters of reference are among of the most important pieces of the materials we will prepare for our social worker. If you do not think you can carefully articulate your thoughts, if the pressure is too great or you feel constrained by time, we will not be offended if you decline to participate. It's far more important to us to maintain our friendships and we will be happy to ask for an alternative reference from someone else.

Thanks again for being part of this exciting process.

Don and Susan