

## SAMPLE LETTER ONE

<<Your Name>>

<<Your Address>>

<<Your City, State Zip>>

<<Date>>

To Whom It May Concern:

SAMPLE TEXT: My name is Jane Smith and I have worked with Christine for five years at the high school. Through the years that we have worked together, I have learned just how special she is.

Christine works with special education students at the high school and she is an excellent teacher. She goes out of her way for the kids. Christine not only teaches academics, she is also teaches them about life and how to love and care for each other. As the students always say, "She is our favorite." Furthermore, Christine plans special outings for our students every year. She has even taken money out of her own pocket to make sure they have a great day. The students come to Christine with their personal problems because they trust her over everyone else.

Christine and her husband Randy have been married for almost three years. During the last two years, they have wanted to have a child of their own to love. They have been to many different doctors to try to eliminate their problems. I have been there as they have hoped and prayed for their dreams to come true.

This baby they receive will be one of the luckiest babies. It will be coming into a loving household with two parents who will love her with all their hearts through eternity.

As they wait, I will be praying for them until their dreams come true. Should you have any questions regarding Christine and Randy please feel free to call me at XXX-XXX-XXXX.

Sincerely,

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2011 a Notary Public in and for <<location where the notary is authorized>>.

## SAMPLE LETTER TWO

<<Your Name>>

<<Your Address>>

<<Your City, State Zip>>

<<Date>>

To Whom It May Concern:

I write this letter of reference for Christine and Randy. I have known Christine for three and a half years and Randy for nearly that long. Christine is a friend and co-worker at Mission High School. She teaches Language Arts to special education students and is an invaluable member of our Special Education Services team. Her expertise with her subject matter and ingenuity in presenting it to her students, seem limitless.

Christine is a compassionate and generous person. She gets involved in the lives of her students and co-workers. She readily contributes her time and finances to assist students and friends wherever needed. She and her husband wish to have a family and have sought to accomplish this through the newest medical technology available but have been unsuccessful. Their heart's desire as a couple is to bring a baby into their loving home to care for and raise.

Both Randy and Christine have a strong support system in their families and community. They are active in their church. It is my sincere hope that they will be able to adopt a child.

Please feel welcome to contact me with further questions or concerns.

Sincerely,

Name

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2011 a Notary Public in and for \_\_\_\_\_ <<location where the notary is authorized>>.