**Candace Fletcher**

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September 1, 2018

Thomas Grey, Caseworker, Children's Services  
Geraldine Brown, Senior Caseworker, Children's Services  
555 Main Street  
Suburbia, NY 12345

Dear Mr. Grey and Ms. Brown,

I am writing with regard to Linda Flynn's application to become a certified foster parent in Eastern County. I have known Linda personally and socially for nine years; she is both a close friend and also attends the church where my husband is a rector. She is a kind, warm person, and one to whom I have entrusted my own children on many occasions.

Linda has always been a hard-working, trustworthy individual. She has recently completed an intense program to earn her RN degree, meanwhile maintaining her close relationships and fulfilling her responsibilities as a single mother.

Over the years that I have known Linda, she has been through some challenges, including her divorce, and subsequently having to find her own way financially and emotionally. She has done so without ever faltering in her judgment, and her ability to maintain a thriving home and environment for herself and her son is confirmed by her child’s success in school (he is a well-regarded honors student who is active in both sports and band).

Linda's home is a clean, happy, safe, nurturing place where children feel comfortable immediately. She keeps age-appropriate games and toys available for all her young friends.

I believe that Linda would make a wonderful foster parent. She has always expressed an interest in sharing her life with many children, and her warmth and compassion would allow her to nurture any child during a difficult and transitory time.

Sincerely,

Signature (hard copy letter)

Candace Fletcher