

### **REFERENCE LETTER GUIDELINES**

This letter is a request for a reference letter for a family who has applied for adoption services through the Florida Adoption Center, LLC.

We are sure that you feel as we do, that adoption is a profoundly serious matter. All who participate in an adoption are sharing in the responsibility for a child's future.

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. Please know, we do not expect adoptive parents to be any more "perfect" than biological families, so you may feel free to describe their weaknesses as well as their strengths.

**All letters must include your full name, address, phone number, e-mail address and signature.** We are requesting that you type your letter and email a copy of the letter to us at [ourwebsite.com](http://ourwebsite.com). The e-mailed copy does not need to be signed. In addition, we are asking that you print off a hard copy, **sign it and mail the original** to us to:

**Attn: Tiffany Spence  
Florida Adoption Center, LLC 1840 Sarno Road  
Melbourne FL, 32935**

If you have any questions, you may call 321-766-5683

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. How do you see their marriage/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 instability, drug or alcohol use, or felt counseling was needed?  
Please explain.
6. Why do you think they wish to adopt a child?
7. Please describe the type of parents you feel they will be.
8. If you were responsible for a child's future, would you want this family to adopt the child?  
Please explain.

Thank you for your assistance to this family.