**[Name Here]**

[Address]

[Contact]

**Date: month 00, 0000**

**Dear Mr. [--------------------],**

I have been told of your intention to adopt a child. I know that the adoption process can be long and hard which is why you have the child that will perfectly fit your preferences as soon as possible.

In this regard, please allow me to make a reference for an adoption. I have known of this child from my work with the social services. She has been taken from an abusive parent who was judged to be incapable of taking care of children which is the reason she has been put up for adoption.

I know of your love for children which is why I do not hesitate to make this reference for her to be taken under your care and guidance. She will learn much from you and I am sure she will be molded into a good citizen.

Thank you.

Sincerely,

**[Name Here]**

[Address]