ADOPTION REFERENCE LETTER

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Introduction

Letters are very important mode of communication. In this modern age where communication is limited to internet and mobiles, there are still many places where letters are written. Reference letter is among one of them. Adoption reference letter are mainly written by a master of an orphanage to a couple or between two acquaintances for a couple. In some orphanages couples require a recommendation from some government official or head master of some other orphanage or some other acquaintance. These orphanages ensure that the kids that are adopted are in safe hands.

Adoption reference letter Tips

There are certain guidelines that should be kept in mind before writing such reference letter. One thing that should be kept in mind is that these reference letters are written mainly for a couple and when a kids future is in stake one should know even the minute thing about them. These tips are as follows:

• The purpose of the letter should be known and the content must be written accordingly.

• The letter should be thoroughly checked for any spelling or grammatical mistakes.

• One more thing that should be kept in mind that the letter is written to an acquaintance for an acquaintance.
Sample Adoption reference letter

From,

__________

__________

__________

Date: __________ (Totally depends on the sender)

To,

__________

__________

__________

Subject: Reference letter for an adoption

Respected Madam,

This letter is written in reference to your adoption application. I am very glad that you asked for an adoption from our orphanage house. Mr. and Mrs. ABC, we are very much pleased to inform you that your request is taken very seriously. As per the norms of our orphanage it is very necessary that you produce proper documents. Not only that you have to pass all the tests be it health or any other. Only a satisfying and conclusive result of the couple, will grant our permission to adopt the kid.

Since the kids future is the biggest concern of our house it is very necessary that orphanage house is fully satisfied by the couple. Hope that you will proof to be the right guardian of the kid. Thanking you.

Yours Sincerely,

Name and signature
Adoption reference letter Template

From,

__________

__________

__________

Date: __________ (Sender wrote the letter in this particular day)

To,

__________

__________

__________

Subject: Letter in reference to your adoption application

Respected Madam,

We are very glad to receive an adoption application from you. In reference to the application we would like to inform you that your application is under process. According to the norms of the house you have to undergo certain tests. Satisfying performance in which will allow you to adopt the infant you applied for.

These tests are some health tests and other paper works, just to ensure that the future of the kid is well protected. Thanking you.

Yours sincerely,

Name and signature
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