



Re: Reference Inquiry for Potential Adoptive Family

Date _____

Dear _____,

Your name has been given as a reference for _____.
This family has applied to adopt a child. Before our agency can approve them as adoptive parents, we would appreciate your candid opinions of the applicants' character, qualifications and suitability to care for and raise children.

The purpose of this inquiry is to safeguard children; it is an important part of our evaluation process. Your comments and opinions will remain confidential.

Please note that we will be unable to approve this family to adopt until we receive this reference from you. Should you feel unable to complete this reference, please contact me so I can help this family make alternate arrangements. Should you require further information or wish to discuss this inquiry please feel free to call me at (404) 250-0055/ext. 201.

Thank you for your time and consideration in supporting this family as they continue their adoption planning. I would appreciate your prompt reply. At your earliest convenience please **either** fax it to my attention at (404) 250-0099 or mail it to me at [CCAI](#), 5825 Glenridge Drive, Suite 126, Atlanta, GA 30328. **Note: Signatures are needed on the form in order for it to be complete.** Thank you!

Sincerely yours,

Chaunda Brooks, Case Manager