

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 Haitian 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. If you feel unable to complete this reference, please contact me so we can help this family make alternate arrangements. Should you require further information or wish to discuss this inquiry please feel free to call us at (813) 994-1000.

Thank you for your time and consideration in promptly completing and returning this reference. At your earliest convenience please mail your completed reference form to our office at the following address:

CCAI – FL  
5814 Old Pasco Road  
Wesley Chapel, FL 33544

Sincerely,

*Ashley Sutton, MS*

Asst. Director of Florida Operations  
CCAI Adoption Services