

### **Reference Letters - NH**

As part of the home study process, the State of New Hampshire requires **five** letters of reference from people who have known you for at least two years. Four of the letters must be from people not related to your family and one must be from a relative. If you are married, or are applying with a partner, we expect each reference to include both applicants.

#### **Directions for Completing Reference forms:**

- Insert your first and last name(s) on the first line of the enclosed form letters
- Mail a form letter to each individual whom you wish to complete a reference letter for you
- Ask the individuals to mail their response directly to your Adoption Coordinator in our Waltham MA office.\* The address is listed on the form.

Should you have any questions, please feel free to contact me at 781-894-5330.

**\*Since reference letters are intended to be confidential they must be returned directly to Wide Horizons For Children, Inc. and not to the adoptive applicant(s).**



Name(s) of adoptive applicant(s) \_\_\_\_\_  
\_\_\_\_\_

The individual(s) named above has/have applied to our agency to adopt a child(ren) and has/have submitted your name as a reference. We would be interested in hearing from you regarding the applicant(s) capacity to parent an adopted child or children. If responding on behalf of a couple, it is our expectation that you refer to both applicants in your reference letter and that you have known both for a minimum of two years.

Please submit your response on a separate sheet of paper, in letter format. We would appreciate it if you would include information on the following:

- Name and address and person(s) you are writing about.
- What is your relationship with the applicant(s) and how long have you known him/her/them.
- What are your expectations of how the applicant(s) will function as a parent(s)?
- Do you have any questions or concerns about the ability of this/these applicant(s) to love and raise an adopted child?
- Do you have any ideas as to how the applicant(s) solve(s) problems or handle(s) stress?
- Please feel free to add any and all information you feel may be helpful.

**To insure that all references reach the appropriate file, please be sure to include the family's complete name(s), your return address and personal signature.** Thank you for your time and attention to the above request. Please call (781)894-5330 and ask to speak with the Applications Coordinator, if you have any questions.

**PLEASE SEND YOUR LETTER OF REFERENCE DIRECTLY TO:**

**ADOPTION COORDINATOR  
WIDE HORIZONS FOR CHILDREN  
391 TOTTEN POND ROAD, SUITE 303  
WALTHAM, MA 02451**

**YOUR RESPONSE WILL BE KEPT CONFIDENTIAL**