**EMAIL TEMPLATE**

**REFERENCE LETTER FROM A TEACHER**

Attn: Julia M. Jones

Re: Katie Kingston

Dear Ms. Jones:

I am writing this reference at the request of Katie Kingston who is applying for Student Volunteer Program at St. Francis Hospital this summer.

I have known Katie for two years in my capacity as a teacher at Smithtown Middle School. Katie took English and Spanish from me and earned superior grades in those classes. Based on Katie's grades, attendance, and class participation, I'd rate Katie's academic performance in my class as superior.

Katie has several strengths to offer an employer. Katie is always interested in supporting others. For example, this year when we worked on our class community service project, Katie was helpful to me in collecting and organizing the food for the food pantry here in Smithtown.

In conclusion, I would highly recommend Katie Kingston. If her performance in my class is any indication of how she'd perform in your position, Katie will be a positive addition to your organization. If you should ever need any additional information, you can feel free to contact me at 555-5555 or by email at email@email.com anytime.

Sincerely,

Susan Samuels  
Teacher, Smithtown Middle School