[DATE]

[NAME OF RECIPIENT]

[TITLE/POSITION]

[SCHOOL NAME]

[SCHOOL ADDRESS]

Dear Mr./Ms./Mrs. [SURNAME],

I am sending you this letter of recommendation at the request of my coworker, Mr./Ms./Mrs. [COMPLETE COWORKER NAME], regarding his/her application as an educator in your school, [SCHOOL NAME]. I have worked with Mr./Ms/Mrs. [COWORKER SURNAME] for about [N] years and I can say that with his/her commendable work ethic, he/she will not only give excellent education but also an inspiration to his/her students.

It has been Mr./Ms./Mrs. [COWORKER SURNAME]’s desire to impart his/her knowledge to others. His/her personality makes it easy for him/her to connect with anyone. In this regard, I believe that he/she will greatly contribute to your established academic institution.

If you need more information regarding Mr./Ms./Mrs. [COWORKER SURNAME]’s background or qualifications, you can easily contact me through [CONTACT DETAILS].

Respectfully yours,

[NAME OF SENDER]

[TITLE/POSITION]

[COMPANY NAME]

[CONTACT DETAILS]