[SCHOOL LETTEREAD]

[Date]

[Recipient’s Name]

[Designation]

[School Name]

[Address]

Dear [Name],

I am pleased to introduce to you, [Teacher’s Name], a highly [Valuable qualities of the applicant] who has been a member of our staff for [Length of employment], as a candidate for the position of [State position]. As principal of [Name of school], I have had the pleasure of seeing her grow as a [State previous position]. She is a truly wonderful and magnificent educator who strives to deliver the best quality of education to his/her students.

She has been passionate about improving her skills in teaching. She was just a fresh graduate when she first arrived at this school. Nevertheless, she displayed an exceptional grit to take up extra work just to speed up her learning and development. She was also willing to enhance her abilities in organizing school activities as well as handling different school committees such as our fund-raising and parent advisory committees.

She has an outstanding rapport with her students and colleagues. She always delivered her materials through an engaging and creative manner. She also showed proficiency in using varied media and integrated the use of technology to the best effect.

As a member of our teaching staff, she was always a delight to talk to. Her contributions to the staff, both socially and professionally, will always be appreciated.

This dedicated educator has so much to offer your school. Her unrelenting courage to embrace the opportunities for professional development makes her an ideal example of a leader. If you need more information from me, you may call me at this number, [Insert phone number] or email me at [Insert email].

Thank you very much.

Respectfully,

[Name]

[Designation]

[School]