[NAME OF THE SENDER]

[JOB POSITION]

[NAME OF THE SCHOOL]

[SCHOOL ADDRESS]

[DATE]

[NAME OF THE RECIPIENT]

[JOB POSITION]

[NAME OF THE SCHOOL]

[SCHOOL ADDRESS]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I highly recommend [NAME OF THE TEACHER] for the award “Teacher of the Year” for the school year 20\_\_. As a fellow teacher in the same department, I have had the pleasure of working with him/her for the past [N] years, and I have seen how he/she is as a co-worker and as a teacher to his/her students.

He/she has always been dedicated to continuously develop and improve his/her teaching skills. He/she has been a part of the teaching department since 20\_\_ and I have seen how he/she is always eager to take up extra responsibilities such as being the adviser for the [NAME OF STUDENT CLUB]. He/she has always taken the initiative in preparing seminars and activities. He/she has helped so much in the improvement of the school. It can clearly be inferred that he/she embraces any opportunity for professional development and has strong leadership skills.

If you have any further questions with respect to his/her background or qualifications, please do not hesitate to let me know.

Sincerely,

[NAME AND SIGNATURE]

[JOB POSITION]

[NAME OF THE SCHOOL]