[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

**Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]**

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

Good day. I am [INSERT THE NAME OF THE SENDER], the Human Resource Manager of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a recommendation for the above mentioned talented Preschool Teacher who wishes to apply and be hired as such.

I exceedingly prescribe [INSERT THE NAME OF THE APPLICANT] as a possible and qualified applicant for the available position in your excellent institution. [INSERT THE NAME OF THE APPLICANT] was utilized by our company as Preschool Teacher from [INSERT EMPLOYMENT DATES]. She was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great relational abilities when working with children. She is an imaginative and committed employee who reliably exceeded expectations. Rest assured she has enough knowledge for the technicalities as a Preschool Teacher. She is very well informed and knowledgeable on the different aspects of what it takes to be a Preschool Teacher. She also loves her job and handles the students very well.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge resource for your organization and has my most noteworthy proposal. It is my desire that she finds an organization with the assets to help her ability for professional craftsmanship.

Sincerely Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

**Signature**