Laurie Gallo  
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May 19, 2021

Lisa Lee  
Operations Manager  
Sunshine Hospital  
123 Business Street  
Business City, NY 54321

To Whom It May Concern,

I am writing this reference for Mary Miller, a student I was fortunate to work with during her senior year at Newton College. As both Mary’s academic advisor and professor of Children's Literature, I have watched her grow into a passionate and knowledgeable teacher.

A natural in the classroom, Mary has worked with students in both inclusive classrooms as well as individually, focusing on their special needs in reading and writing.

Mary is a patient and compassionate teacher and is the ideal candidate for your special education graduate program. Please feel free to contact me with any additional questions you may have regarding Mary at 555-123-2345 or email, laurie.gallo@college.edu.

Sincerely,

Signature (hard copy letter)

Laurie Gallo  
Education Department Chair  
Newton College