To Whom It May Concern:

My wife and I are writing to express our strong recommendation for Ms. X in her potential new role in your organization.

In the year that she was our daughter’s teacher, we have observed the following work habits:

1. Since Sophia (our daughter) has entered school 5 years ago, Ms. X has easily been the most responsive teacher we have had the pleasure of working with. Regardless of the form communication: emails, phone calls, or parent-teacher meetings, Ms. X answered our questions quickly, with no delay.

2. Based upon her Iowa test scores, Sophia’s academic growth has been outstanding, with significant gains in those subjects taught by Ms. X.

3. Above all, Ms. X demonstrated a willingness to modify her teaching methods based on her class’s needs and personalities, with no “ego” on her part about preferred teaching styles.

That last point, in our opinion, is what sets Ms. X above many of her contemporaries. For example, in the very beginning of the school year, many of the students were having problems with a particular reading-log format. Instead of insisting that the children “get it”, and possibly causing some emotional/educational harm with such an attitude, Ms. X redesigned the form so that it both (a) sought the same information as the original document, and (b) was far, far easier for the kids (and some parents!) to understand.

Again we recommend, with no reservations, X to your organization and strongly believe that she will be an excellent addition to your staff.

Signed, & etc...