TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Letter of recommendation for a teacher

Dear **[Name]**

It's my pleasure to strongly recommend Henry Ramirez for your 4th Grade Math Teacher position at Cherry Hill Elementary. I'm April Hillard, Vice Principal at Big Oaks Elementary. I have 15 years of experience working in elementary-level education and have seen many great teachers come and go. Henry is one individual I've worked with who uniquely stands out.

During Henry's time as an educator at Big Oaks, he displayed great talents in managing his classroom, teaching concepts to all learning styles and developing a genuine love of learning in his students. When we first met, Henry immediately impressed me, but I was lucky enough to see him grow and learn as an educator as he began introducing innovative new teaching styles that we both saw make a difference in the way his students both behaved and learned.

Henry once came to me with an idea to teach a student who had trouble grasping more advanced mathematical concepts. He decided to test a new way of teaching that involved having the student apply the new material to the hobbies he enjoyed doing after school. By the end of the year, the student had the best math grade in his class.

It's not just his teaching skills that impress me. Henry was a joy to work with because of his positive attitude and ability to never give up on a child. His commitment and empathy were also necessary and valued not just by myself, but also by his student's parents. I am absolutely confident that Henry is a great fit for your school. Not only can he bring the kind of skills

and experiences you're looking for in a candidate, but he can also quickly become an asset and help both your institution and your students grow.

If you need more information or specific examples, please don't hesitate to contact me at ahillard@email.com or (867) 555-9999. As a recommendation letter likely only provides a snapshot of his talents and achievements, I'm happy to elaborate further on my time working with him.

Sincerely,

**[Signature]**

April Hillard

Vice Principal