

April 1, 2023

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the classroom instructor position at [School/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Institution/Organization], where [he/she/they] has consistently demonstrated exceptional teaching abilities.

[Candidate's Name] possesses a deep knowledge of [subject area], and has shown an extraordinary talent for engaging students and fostering a positive learning environment. [He/She/They] is dedicated to ensuring that all students achieve their full potential, and [his/her/their] innovative teaching methods have resulted in [specific achievements or improvements in student learning].

In addition to [his/her/their] teaching skills, [Candidate's Name] is a team player, collaborating effectively with colleagues and contributing to various school initiatives. [He/She/They] has also been involved in [mention any relevant committees, extracurricular activities, or projects].

I wholeheartedly recommend [Candidate's Name] for the classroom instructor position. I am confident that [he/she/they] will be an outstanding addition to your team and positively impact the students at [School/Organization Name].

Thank you for considering this application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]