

Date: [Insert Date]

[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position/Title]  
[School/Organization Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for the position of middle school teacher at [School's Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Institution/Organization] where they served as [Candidate's Position/Role].

[Candidate's Name] has consistently demonstrated a strong passion for teaching and a commitment to student success. Their ability to engage students with diverse learning styles is exceptional, and they foster a positive and inclusive classroom environment that encourages student participation.

In addition to their teaching skills, [Candidate's Name] has shown excellent communication and collaboration abilities with colleagues, parents, and the community. They are always willing to go the extra mile to support their students academically and socially.

I have no doubt that [Candidate's Name] would be a valuable addition to your team and would make a significant positive impact on the students at [School's Name]. I strongly endorse their application and am confident that they will bring enthusiasm and dedication to your school.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Name]  
[Your Position/Title]