

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

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Teacher's Name], who has been an English teacher at [School Name] for [duration].

Throughout this time, I have had the opportunity to observe [his/her/their] teaching methods and professional conduct, which have left a lasting impression on both students and staff.

[Describe specific qualities and achievements of the teacher, such as innovative teaching strategies, student engagement, and contributions to the school community.]

[Include an example or anecdote that highlights the teacher's impact on students or colleagues.]

[Teacher's Name] has also been involved in [mention any additional roles, committees, or extracurricular activities], demonstrating [his/her/their] commitment to the educational community beyond the classroom.

I wholeheartedly recommend [Teacher's Name] for [the position, program, or opportunity being sought]. I am confident that [he/she/they] will continue to inspire and educate students, fostering a love for learning in their English classes.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]
[Your Position]