

[Your Name]
[Your Position/Title]
[Your School Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally commend [Teacher's Name], who has been an exceptional part of our teaching staff this year. [He/She/They] has demonstrated outstanding commitment and dedication to [his/her/their] students and our school community.

[Provide specific examples of the teacher's positive contributions, accomplishments, or initiatives.]

In addition to [his/her/their] impressive teaching skills, [Teacher's Name] has also [mention any extra-curricular involvement, mentoring, or community service].

I believe that [his/her/their] contributions have significantly enhanced our school's learning environment. I strongly recommend recognizing [him/her/them] for [his/her/their] hard work and commitment.

Thank you for considering this commendation.

Sincerely,

[Your Name]
[Your Position/Title]