

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

Dear [Recipient Name],

I am pleased to recommend [Candidate's Name] for the position of Vice President of Education at [Recipient Institution/Organization]. As [his/her/their] [your relationship to the candidate, e.g., supervisor, colleague] for [duration], I have had the opportunity to witness [his/her/their] exceptional skills and dedication firsthand. During [his/her/their] tenure at [Your Institution/Organization], [Candidate's Name] has demonstrated outstanding leadership qualities and a profound commitment to advancing educational standards. [He/She/They] successfully implemented numerous initiatives that significantly improved student engagement and academic outcomes.

One specific example of [Candidate's Name]'s impact was [describe a specific project, initiative, or achievement]. This initiative not only [describe outcomes] but also showcased [his/her/their] ability to innovate and inspire others.

[Candidate's Name] possesses strong collaboration skills, working effectively with faculty, staff, and community partners to create a vibrant educational environment. [His/Her/Their] vision for education aligns well with the goals of [Recipient Institution/Organization], and I am confident that [he/she/they] can contribute to its continued success. I highly recommend [Candidate's Name] for the Vice President of Education position. [He/She/They] has my full support, and I believe [he/she/they] will be an invaluable asset to your institution.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Institution/Organization]