

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the position of Vice President of Education at [Organization Name]. During [his/her/their] time at [Your Organization/Institution], I have had the pleasure of working closely with [him/her/them] and have been consistently impressed by [his/her/their] dedication, leadership abilities, and innovative approach to education.

[Insert a paragraph detailing specific qualities, experiences, and achievements of the candidate that are relevant to the position.]

[Continue with another paragraph that describes the candidate's impact on the organization, any specific projects or initiatives they led, and the outcomes of those efforts.]

[Conclude with a strong endorsement of the candidate, reiterating why they would be an excellent fit for the Vice President of Education role.]

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]