**Recommendation Letter Template**

**To Whom It May Concern:**

I am proud to recommend Ms. Grace Mason for a teaching position in your university.

Ms. Grace had been my student for the past few years and I can say that she is dedicated in the lessons and has a wonderful working personality.

During her practicum for teaching, I saw her potential as an effective teacher. She learned how to manage her time and was able to guide the students from one lesson to another. She never had any argument with the students from the start of her practicum up until the end of it.

I truly believe that Ms. Grace Mason has the knowledge, skills and understanding to be an exceptional teacher in your school. At this point of her career, she has proven that she is an outstanding starter for a teacher. She will surely be an asset to your university and she will surely make a great contribution to your education.

Please contact me if you have any questions or concerns and I will be of great assistance to you.

Sincerely,

**[Write Complete Name Here]**

[Contact]