

Dear [Recipient Name],

I hope this letter finds you well.

I am currently applying for my [Name of State/Organization] Bilingual Educator Credential. As part of the certification process, I am required to provide a professional reference who can attest to my teaching abilities and my proficiency in both English and [Target Language].

Because of our experience working together at [Name of Institution/School], I would be honored if you would consider writing a letter of recommendation on my behalf. Having observed my instructional methods and my interactions with bilingual students, I believe you could provide valuable insight into my qualifications for this credential.

If you are willing to support my application, I will provide you with the necessary forms and submission instructions. The deadline for submission is [Date].

Thank you for your time and for all the support you have provided during my professional journey. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]