

Subject: Reference Request for Educator Licensure - [Your Full Name]

Dear [Name of Supervisor or Administrator],

I hope this email finds you well.

I am currently in the process of renewing/upgrading my professional teaching license with the [Name of State/Regional Department of Education]. As part of the verification process for experienced educators, I am required to provide a professional reference from a former supervisor who can attest to my teaching performance and years of service.

I am writing to ask if you would be willing to complete a brief reference form or provide a verification letter on my behalf regarding my time at [Name of School/Institution] from [Start Date] to [End Date].

The documentation typically focuses on:

- Verification of instructional years and subject areas.
- Confirmation of "Proficient" or "Exemplary" performance ratings.
- Verification of professional conduct and ethical standards.

If you are willing to assist, I will send the specific digital link or the PDF form provided by the Department of Education. The deadline for submission is [Date].

Thank you for your time and for the support you provided during my tenure at [Name of School]. I look forward to hearing from you.

Sincerely,

[Your Full Name]

[Your Current Phone Number]

[Your Current Email Address]

[Educator License Number, if applicable]