

Subject: Professional Reference Request - [Teacher's Full Name] - Certification Application

Dear [Recipient Name/Certification Board],

I am writing to formally request a professional reference for [Teacher's Full Name] in support of their application for teacher certification in the state of [Target State Name].

Applicant Information:

- Full Name: [Teacher's Full Name]
- Former Name (if applicable): [Former Name]
- Date of Birth: [DOB]
- Social Security Number (Last 4 digits): [Last 4 Digits]

The applicant previously served as a [Job Title/Subject Area] at [School/District Name] from [Start Date] to [End Date].

Please provide information regarding the following:

- Verification of employment dates and position held.
- Confirmation of the applicant's state certification status during their tenure.
- Information regarding any disciplinary actions or investigations.
- An assessment of the applicant's professional conduct and teaching effectiveness.

Please find the attached authorization form signed by the teacher, granting permission for the release of these records.

Please send the completed reference or official verification forms to:

[Your Name/Department]

[Your Organization/State Board Name]

[Mailing Address]

[Email Address]

Thank you for your assistance in this certification process.

Sincerely,

[Your Name]

[Your Title]

[Phone Number]