

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

[Date]

[Recipient Name]
[Recipient Title/Position]
[Department/School Name]

Dear [Recipient Name],

I hope you are having a productive semester. I am writing to formally request a professional letter of recommendation to support my application for [State/Organization Name] teacher certification.

As a recent graduate of the [Program Name] at [University Name], I am eager to begin my career as a professional educator. Having had the privilege of being a student in your [Course Name/Student Teaching Placement] during the [Semester/Year], I believe you can provide valuable insight into my pedagogical skills and classroom management abilities.

Specifically, I am hoping you can highlight my strengths in:

- Lesson planning and curriculum development
- Student engagement and differentiation
- Professionalism and collaboration

I have attached my current resume and my philosophy of education statement for your reference. If there are specific forms or online portals required by the certification board, I will ensure you receive the necessary links and instructions immediately.

The deadline for submitting this recommendation is [Date]. Please let me know if you are able to provide a positive reference, or if you require any further information from my side.

Thank you for your time and for the support you have provided throughout my academic journey.

Sincerely,

[Your Signature]

[Your Printed Name]