

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

[Date]

[Recipient Name]
[Recipient Title]
[School/Organization Name]
[Address]

Dear [Recipient Name],

I am writing to formally request a letter of recommendation to support my application for the [State/Organization Name] School Administrator Credential. Having worked under your leadership at [School Name] for [Number] years, I value your perspective on my professional growth and leadership potential.

As you are aware, I have recently completed my [Degree Name or Program Name] and am now seeking certification to transition into an administrative role. I am hoping you can attest to my skills in areas such as instructional leadership, staff management, and student advocacy based on our time working together.

Attached to this email, please find my updated resume and a brief summary of my leadership contributions to the school, which may assist you in writing the letter. The credentialing board requires the reference to be submitted by [Deadline Date].

Please let me know if you are comfortable providing this recommendation or if you require any further information from my end. Thank you for your continued mentorship and support of my career advancement.

Sincerely,

[Your Signature]

[Your Printed Name]