

Subject: Reference Request - [Teacher Name] - [Subject Area] Expert

Dear [Recipient Name],

I am writing to formally request a professional reference for [Teacher Name], who is currently applying for the position of [Job Title] at [Organization/School Name].

[Teacher Name] has indicated that they worked under your supervision as a Subject Matter Expert in [Subject Area] at [Previous Institution/Organization] from [Start Date] to [End Date].

Given the specialized nature of this role, we would appreciate your insights on the following:

- The depth and currency of their knowledge in [Subject Area].
- Their ability to translate complex concepts into instructional materials.
- Their effectiveness in curriculum development or pedagogical strategy.
- Their overall professional reliability and collaborative skills.

Would you be available for a brief 10-minute phone call to discuss their qualifications? Alternatively, you may reply to this email with your written assessment.

Thank you for your time and for helping us ensure we hire the highest quality expertise for our students.

Best regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Phone Number]