

[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Address]

Subject: Educator Reference Request for [Applicant Name]

Dear [Recipient Name],

The individual named below has applied for a Temporary Teaching Permit and has listed you as a professional reference.

Applicant Name: [Applicant Name]
Position Applied For: [Specific Grade Level/Subject Area]

To assist in our licensing/hiring process, please provide your assessment regarding the applicant's suitability for a classroom environment. We would appreciate your feedback on the following:

- The duration and nature of your professional relationship.
- The applicant's knowledge of subject matter and instructional skills.
- Their ability to maintain a positive and safe learning environment.
- Their professional conduct, reliability, and character.

As this is for a temporary permit, your timely response is greatly appreciated. Please return this information via email to [Email Address] or by mail to the address listed below by [Date].

Thank you for your time and assistance.

Sincerely,

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