



LETTERHEAD

RECIPIENT DETAILS

Dear _____,

Greetings! I personally recommend this educational teacher for this teaching position that is currently open here in our university. I have known this person since he/she was a secondary teacher at ABC University. During my stay in that institution, I saw this person's exemplary skills in terms of teaching and communicating with the students. It is very engaging, updated, and fruitful for the students. I have always known this person to be a polite and respectful teacher.

As of right now, he/she told me that he/she is interested in teaching in a review class for medical students who wishes to pass the board exam.

I hope that you consider him/her so that he/she can show you that he/she is a trustworthy, dependable, and reliable teacher or reviewer.

If you have any questions or if you want to know more, please don't hesitate to contact me at (123)123-4567 or email me at jane.doe@noemail.com.

Sincerely,



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