To Whom It May Concern:

This letter serves as a formal recommendation for Ms. Linda Dowsky. She is an English teacher in our school. I have worked with Ms. Dowsky for three years now. As the school principal, I can fully attest the outstanding characteristics that Ms. Dowsky.

Ms. Dowsky performs all her teaching obligations in the most outstanding manner. She is always punctual and gives her best in any task. She is also a trusted employee and co-worker. Her remarkable qualities make her a favourite English professor in our school.

Apart from being exceptional in the teaching field, Ms. Dowsky also displays proven leadership abilities. She is the moderator of the Drama Club in Wisconsin Middle School. She initiates and leads the club’s activities and events. The leadership of Ms. Dowsky is truly instrumental in the success of Drama club.

Ms. Dowsky will be big asset to your university. Her experience, leadership and perseverance make her qualified for the position as an English teacher in your school.

If you have any questions, you can contact the numbers stated in the letterhead.

Sincerely yours,

Mr. Johnny Black

Principal

Wisconsin Middle School