To Whom It May Concern:

This letter serves as my personal recommendation to Mr. Ben John Hill, a former teacher in our institution. As the principal of Texas Middle School, I am a witness to the outstanding characteristics of Mr. Hill.

He has been a Math teacher in our school for three years. His performance as a teacher has been remarkable and exceptional. He showed concern not only for his teaching profession but to his students as well. Mr. Hill also showed his leadership abilities as the moderator of the school’s Math club.

Mr. Hill will truly be an asset to your school. His character, leadership abilities and professionalism makes him an excellent candidate for a teaching position. I find Mr. Hill highly qualified to work in your prestigious institution.

If you have any questions about Mr. Hill or this letter, feel free to call me on the contact numbers stated in my letterhead.

Sincerely,

Jenna Mae Nash

Principal

Texas Middle School