To Whom It May Concern:

This is a recommendation letter for Mr. Don Matthew Brown, a former English professor in our school. Mr. Brown has been serving our institution for five years now. As the Dean of Colorado Community College, I can fully attest his outstanding characteristics.

Mr. Brown is a very effective English teacher. His performance in our school is truly exceptional. He is one of the favorite professor of the students and a trusted co-worker of the other teachers. He finishes all his teaching tasks on time and in the most outstanding manner. Apart from being an excellent teacher, he is also the moderator of our school’s Glee club. His wisdom, leadership and service have been instrumental in the success of the activities of Glee club.

We recognize the high standards that your University maintains in accepting professors. Mr. Brown will be an excellent candidate. He has consistently shown service, leadership and perseverance in all his tasks. He is definitely qualified to serve a teaching position at your prestigious institution.

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

Sincerely Yours,

Mrs. Ellen Anne Maltese

Dean

Colorado Community College