To Whom It May Concern:

My name is \_\_\_\_\_\_ and I teach at \_\_\_\_\_\_\_. I am writing this letter to recommend \_\_\_\_\_\_\_\_\_ for admission into your school’s kindergarten class. I taught \_\_\_\_\_\_\_ in my preschool class for two years and came to know him well in this duration.

He is sweet, smart, and enthusiastic student who is always ready to learn new concepts. He is well prepared for kindergarten, knows how words are formed, can write down all the alphabets and can count up to 100.

\_\_\_\_\_\_\_ is a quick learner academically and socially. He is an outgoing child and has many friends. I have always seen home polite, well behaved, and following all the class rules with sincerity.

I am confident that \_\_\_\_\_\_\_\_\_\_\_ is a natural learner who will embrace the challenges in your program. Please feel free to contact me at \_\_\_\_\_\_\_\_ in case you need more information.

Sincerely,