[Senders Name]  
[Address line]  
[State, ZIP Code]  
[Letter Date]

[Recipients Name]  
[Address line]  
[State, ZIP Code]  
[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

It's my pleasure to recommend **{teacher}** for **{position}** at your school/institute. **{He/She}** was my child's **{grade/subject}** teacher in **{year}**. During this time, my child has learned a lot under **{his/her}** guidance. I have met {teacher} numerous time for parents teacher meetings and I have seen **{his/her}** kindness and compassion for children.

**{Teacher}** is a well-organized, disciplined, and passionate individual. **{He/She}** has a very interactive and creative way of teaching. My child has always struggled with **{subject/concept}**, but **{Teacher}** made him understand academic concepts with ease. I have seen significant improvement in my child's academic records over the years.

As a parent, my wife and I were very happy that our child is learning and growing under **{teacher}** umbrella. I am sure that **{teacher}** will be an exceptional resource for any institution that she becomes a part of. I highly recommend her for the position. If there is any further information required to support her stance, please feel free to contact me at **{phone/email}**.

Sincerely,

**[Senders Name]**