**Company’s Letterhead**

**Dated (\_\_\_\_\_\_\_\_\_\_\_\_)**

**Name**

**Address**

**Contact Details**

**To Whomsoever It May Concern**

This is to state that [Teacher Name] has been teaching in our school for four years and she has been teaching Mathematics to classes 9-12.

Mrs Rao has a keen interest in providing knowledge to the students in a very friendly manner and in a sincere way. Her teaching methods had always the certainty to offer the most reliable way of catering concepts and her overall behaviour with the pupils and other staff are praiseworthy.

We have noticed her drastic development in these years, and we believe he will continue progressing in his/her career.

We, from our [Name of institute], wish him/her all the best for his future.

**Sincerely,**

**[Name]Principal**

**Institution Name**