

LETTER OF RECOMMENDATION TEMPLATE
UW TACOMA SCHOOL OF EDUCATION

Instructions: Red font includes areas to customize.

Note: per UW policy, the letter of recommendation must include these precise details- incorrect or missing information will need to be revised.

Insert letterhead/organizational logo if applicable

Date: Month, day, and year

RE: Letter of Recommendation for Name of Individual

Dear Voting Faculty and Others in the UW Tacoma School of Education:

I am writing this recommendation for Name of Individual for a [insert below]:

1. Teaching Associate/Field Supervisor
2. Part-Time Lecturer, Temporary

position in the School of Education at UW Tacoma.

Any additional information welcome.

Please contact me at [minimally needs to include e-mail] with questions.

Sincerely,

Insert e-signature

Full Name

Title/Organization