

*Dear Mr. Nader,*

*This letter serves as my recommendation for Winifred G. Garney for the position of assistant principal.*

*Ms. Garney served as the assistant principal at Edgewood Grammar School for just over 3 years while I was the principal there. I found her to be an extremely diligent and capable administrator. She single-handedly organized many school events and activities, and played a leading role in various fund-raising and advisory committees.*

*I also observed that she was extremely committed to the students, always quick to step back and consider what's good for them. As the principal, I came to rely greatly on her judgement in making several decisions that would impact the future of the school.*

*I'm pleased to say that during my time working with her, I received nothing but good reports of her from everyone in our staff. Our students also always found her to be kind and approachable.*

*I believe she is a very qualified candidate for the role of assistant principal at the Littlewood Institute.*

*I'm happy to answer any further questions you may have about her background and experience. I can be reached via [contact details].*

*Sincerely,*

*Ebony T. Whitaker*

*Former Principal, Edgewood Grammar School*