

**Sample Letter Regarding Prerequisite Employment  
for the Reading Specialist License**

***To Be Used If One Full Year of Employment Has Not Yet Been Completed  
(For Admissions Purposes to the L&L Reading Specialist Licensure Program)***

[School Letterhead]

[Date]

To Whom It May Concern:

[Student Name] possesses a [Fill in Stage, Name, Grade Level and date of issuance of license – e.g., Professional Early Childhood, PreK-2, teacher license issued July 30, 2005] from [Name of State] and has been teaching at [Name of School], full-time, under his/her license from [dates employed]. We are anticipating the continued employment of [Student Name] for the remainder of the school year.

Sincerely,

[Principal's Signature]

[Principal's Name]

[Title – i.e., "Principal" or "Headmaster"]