# Sample Nomination Letter: Outstanding Educator

**How to use this sample**

The nominee, school and details below are made up. Write your own letter in your own words, using real examples. Judges score each nominee on the four Educator criteria: Leadership for Learning, Communication, Community Involvement and Professionalism, so give each one its own paragraph, as this sample does. Include specific numbers, dates and programs wherever you can.

January 5, 2027

Connecticut PTA
Outstanding Educator Award Committee

Dear Award Committee,

On behalf of the Maple Hill Elementary School PTA, I am proud to nominate Ms. Elena Ruiz, third grade teacher, for the 2027 Connecticut PTA Outstanding Educator Award. In her eleven years at Maple Hill, Ms. Ruiz has shown our families again and again that she sees parents as partners in their children's learning.

**Leadership for Learning.** Ms. Ruiz's classroom includes students reading anywhere from a first to a fifth grade level, and six students who are learning English. She sets up small reading groups that change every few weeks as students progress, and she built a classroom library of more than 400 books, many in Spanish and Portuguese, so every child can find something to read at home. Last year, 21 of her 24 students met or exceeded their spring reading goals.

**Communication.** Every Friday, families receive a short newsletter from Ms. Ruiz, in English and Spanish, with what the class learned that week and one simple activity to try at home. She returns messages within a day and holds conferences in the evening or by video for parents who cannot leave work. Several families have told our PTA that she was the first teacher who made them feel welcome at school.

**Community Involvement.** Ms. Ruiz organizes a team of teachers and families for the town's annual food drive each November, and she volunteers at the public library's summer reading program. She serves on our district's family engagement committee and has spoken at a Board of Education meeting in support of funding for English learner programs.

**Professionalism.** Ms. Ruiz recently completed a certificate in literacy instruction and shared what she learned in two workshops for our staff. She mentors new teachers in our building, and our principal describes her as the person colleagues go to first when they need help with a lesson or a difficult situation.

Ms. Ruiz is a paid member of the Maple Hill Elementary School PTA, and our school is a PTA unit in good standing. Teacher, parent and community recommendations are enclosed. Thank you for considering this nomination.

Sincerely,

Jordan Avery
President, Maple Hill Elementary School PTA
[email] · [phone]