[Date]

[Address of recipient]

Dear [name of recipient]

On behalf of the University of British Columbia’s Teacher Education Office, I wish to extend my sincere appreciation for the time and energy you committed hosting teacher candidate, [Ms/Mrs.Mr. name of TC], during their 3 week Community Field Experience.

It is through your and your organization’s kind and generous efforts that this UBC teacher candidate has been able to experience and appreciate the very dynamic learning and teaching that occurs at the [name of school/organization]. Know that your efforts have not only helped to nurture the development of a well-rounded teacher candidate more able to see the importance of intercultural connections and relationships, but it has also provided the teacher candidate with experiences that will help them become more open to meeting the very diverse needs and abilities of every child placed under their care.

I truly hope that you were able to benefit from the presence of a UBC teacher candidate working in your organization, and I encourage you to consider leaving feedback through our [CFE Partner Comment Form](http://cfe.educ.ubc.ca/community-partners/comment-form/).

With sincere regards,

[FA Name]

[cc]

[bcc]