

[Principal's Name]
[School Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Teacher/Faculty Name]
[Title]

Dear [Teacher/Faculty Name]:

This letter is to document my approval for you to count [name of course – Mindfulness Fundamentals (Level I online); Mindful Educator Essentials (Level II online); Mindfulness-Based Stress Reduction (MBSR in-person course through Davis Behavioral Health)] towards your licensure renewal under category [state category depending on appropriateness for this faculty member – either E or F].

Sincerely,

[Principal's Name]
[Title]