[SCHOOL LETTERHEAD]

Dear Indiana Department of Education May 15, 2016

Ed Doe has successfully completed his Year Two IMAP requirements. He is now eligible to apply for his five year Practitioner license. Ed is aware that this letter should be included with his application documents.

We have placed the original completed assessment tool in Ed’s file. Ed was also given a copy of his completed assessment for his records.

If there should be any questions, please feel free to contact me at 317-555-1234.

Sincerely,

Sally Brown

Principal

Crestview Ave Elementary School