

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Certification Body Name]
[Certification Body Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to affirm that [Candidate's Name] has demonstrated the necessary qualifications and competencies required for the [BQ Certification Name] certification.

[Describe the candidate's experiences, skills, and relevant achievements that support their eligibility for the certification. Include specific examples and any training or assessments completed.]

I fully support [Candidate's Name]'s application and firmly believe they will maintain the standards associated with this certification.

Please do not hesitate to contact me if you require further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]
[Your Contact Information]