

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for [Candidate's Name] in their pursuit of the [specific BQ certification name]. [Candidate's Name] has been an invaluable member of our team at [Your Company/Organization] for [duration of employment], demonstrating exceptional skills in [relevant skills or areas related to the certification].

[Provide a brief overview of the candidate's work, accomplishments, and relevant experience that aligns with the certification criteria.]

I believe that obtaining this certification will not only enhance [Candidate's Name]'s professional development but will also greatly benefit our organization by [mention potential positive outcomes for the company/organization].

Please feel free to contact me if you require any further information or clarification.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company/Organization]