

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I am writing to recommend [Applicant's Name] for the [specific DQ application] at [Institution/Program Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [your relationship, e.g., professor, supervisor, etc.], and I can confidently attest to [his/her/their] exceptional skills and dedication.  
[Paragraph discussing the applicant's relevant skills, experiences, and achievements related to the DQ application.]  
[Paragraph providing specific examples of the applicant's accomplishments and qualities that make them a suitable candidate for the program.]  
I believe that [Applicant's Name]'s commitment to excellence and [his/her/their] proactive approach to challenges make [him/her/them] an outstanding candidate for the [specific DQ application]. I have no doubt that [he/she/they] will make a significant contribution to your program and excel in [his/her/their] endeavors.  
Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Applicant's Name].

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]