

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the GQ examination. Having known [him/her/them] for [duration of time] in [context or capacity], I am confident in [his/her/their] abilities and dedication. [Paragraph detailing specific skills, accomplishments, and experiences that make the candidate a strong fit for the examination.]

[Additional paragraph emphasizing personal qualities, work ethic, and potential for success.]

I wholeheartedly endorse [Candidate's Name] for the GQ exam. I believe that [he/she/they] will excel and contribute significantly.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Sincerely,

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