

[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 recommend [Candidate's Name] for [specific opportunity/program/job] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] where [he/she/they] held the position of [Candidate's Position].

During this time, I was constantly impressed by [his/her/their] ability to [specific skills/achievements]. [Provide specific examples that highlight the candidate's proficiency in using KQL or any relevant projects they have worked on].

[Candidate's Name] demonstrates not only a strong grasp of KQL but also a remarkable [mention any soft skills, teamwork, or leadership qualities]. [He/She/They] consistently exceeds expectations and has become a valuable asset to our team.

I am confident that [Candidate's Name] will bring the same level of excellence to [Recipient's Organization]. I strongly endorse [his/her/their] candidacy for [specific opportunity] and believe [he/she/they] would make a positive impact on your team.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]