KQKI Recommendation Letter Outline
1. **Heading**
 - Your Name
 - Your Title/Position
 - Your Organization
 - Your Address
 - Date
2. **Recipient's Information**
 - Name of the Recipient
 - Title/Position
 - Organization (if applicable)
 - Address
3. **Salutation**
 - Dear [Recipient's Name],
4. **Introduction**
 - State your relationship to the candidate
 - Mention the purpose of the letter
5. **Body Paragraphs**
 - **Paragraph 1:** Skills and Attributes
 - Describe key skills or attributes of the candidate
 - Provide specific examples
 - **Paragraph 2:** Accomplishments and Contributions
 - Highlight significant achievements
 - Discuss contributions to previous organizations, projects, or teams
 - **Paragraph 3:** Personal Qualities
 - Talk about the candidate's character and interpersonal skills
 - Mention how they interact with others
6. **Conclusion**
 - Summarize your endorsement
 - Offer to provide more information if necessary
7. **Closing**
 - Sincerely,
 - [Your Name]
 - [Your Contact Information]