

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

Dear [Recipient Name],

I am writing to provide a recommendation for [Applicant's Name] regarding their application for NQF funding. As [Your Position] at [Your Organization], I have had the opportunity to work closely with [Applicant's Name] and can speak to their qualifications and the importance of their project.

[Briefly describe the applicant's project and its objectives. Explain how it aligns with NQF priorities and goals.]

[Discuss the applicant's qualifications, experience, and any relevant achievements that support their capability to successfully implement the project.]

The potential impact of [Applicant's Name]'s project is significant, as it aims to [describe potential outcomes and benefits]. I believe that the funding provided by NQF will enable [Applicant's Name] to achieve these important goals and contribute positively to [relevant community/sector]. In conclusion, I wholeheartedly support [Applicant's Name]'s application for NQF funding and believe it merits your serious consideration. Please feel free to contact me if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]