

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

[Recipient Name]
[Recipient Title]
[Program/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Applicant's Full Name] for the PQP (Professional Qualification Program) application. I have had the pleasure of working with [him/her/them] for [duration of time] at [Your Organization/Institution], where [he/she/they] has proven to be an exceptional [specific role or capacity].

During [his/her/their] time with us, [Applicant's Name] has demonstrated [specific skills or qualities], particularly in [mention specific project, task, or situation]. [He/She/They] shows a remarkable ability to [specific example of strengths or contributions], which has greatly benefited our team and organization.

I believe that [Applicant's Name]'s dedication to [field/industry], along with [his/her/their] commitment to continuous learning, makes [him/her/them] an excellent candidate for the PQP. [He/She/They] is not only a competent professional but also a great team player who inspires those around [him/her/them].

I am confident that [Applicant's Name] will excel in the PQP and bring [his/her/their] unique perspective and skills to the program. I wholeheartedly support [his/her/their] application and am excited to see [his/her/their] future accomplishments.

Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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