

[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 [Applicant's Name] for the QJC application. I have had the pleasure of knowing [him/her/them] for [duration] while [he/she/they] worked as [position or relationship to you] at [Institution/Organization].

[Paragraph 1: Describe the applicant's skills and qualities - include specific examples.]

[Paragraph 2: Discuss relevant achievements or contributions - highlight their impact and importance.]

[Paragraph 3: Conclude with a strong endorsement of the applicant - express confidence in their future success.]

Thank you for considering this recommendation. Please feel free to reach out if you require any further information.

Sincerely,  
[Your Name]