

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity or position] at [Recipient's Organization/Program]. In my capacity as [Your Position] at [Your Organization], I have had the pleasure of working alongside [Candidate's Name] for [duration] and have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Introduce the candidate's relevant experience and skills that align with QKA, providing specific examples of achievements or contributions.]

[Describe the candidate's work ethic, collaboration skills, and personal attributes that make them a suitable fit for QKA.]

[Conclude with a strong endorsement, reiterating your belief in the candidate's ability to excel in the new opportunity.]

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

Sincerely,

[Your Name]
[Your Position]