

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

Admissions Committee

[Program/School Name]  
[School Address]  
[City, State, ZIP Code]

Dear Admissions Committee,

I am writing to enthusiastically recommend [Student's Name] for the QHS application. I have had the pleasure of knowing and working with [Student's Name] for [duration] as [his/her/their] [teacher/mentor/coach] at [School/Organization Name].

[Briefly explain your relationship with the student and how long you have known them.]

[Highlight the student's strengths, skills, and achievements relevant to the QHS application. Provide specific examples that illustrate their abilities and character.]

[Discuss the student's commitment, passion, or potential in the field they are applying for, and how they would be a valuable addition to the program.]

I wholeheartedly support [Student's Name]'s application to your program and firmly believe that [he/she/they] will excel and contribute positively to [Program/School Name]. Please feel free to contact me if you require any further information or insights regarding [Student's Name].

Thank you for considering this outstanding candidate.

Sincerely,

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