

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[QHC Application Review Committee]  
[Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name or "QHC Application Review Committee"],  
I am writing to recommend [Applicant's Name] for the [specific program or position] at QHC. I have had the pleasure of working with [Applicant's Name] for [length of time] at [Your Organization], where [he/she/they] has contributed significantly to [specific projects or experiences].  
[In this paragraph, describe the applicant's skills, achievements, and qualities that make them a great candidate for the QHC position. Be specific and provide examples.]

[Include a brief anecdote or specific example that showcases the applicant's strengths. This can enhance your recommendation and make it more personal.]

I am confident that [Applicant's Name] will bring the same level of dedication and excellence to [QHC or specific program]. [He/She/They] have my highest recommendation, and I believe [he/she/they] will be an asset to your team.

Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or clarification.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]