

****QJE Support Letter Template****

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

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

Dear [Recipient's Name],

I am writing to express my support for [Applicant's Name] in their pursuit of [specific goal or opportunity].

****Introduction****

- Briefly introduce yourself and your relationship to the applicant.
- State the purpose of the letter.

****Body Paragraph 1: Qualifications****

- Highlight the applicant's relevant qualifications, skills, and achievements.
- Provide specific examples of their work and contributions.

****Body Paragraph 2: Impact****

- Discuss the positive impact the applicant has made in their field or community.
- Use anecdotes or metrics to emphasize their effectiveness.

****Body Paragraph 3: Strengths****

- Mention key personal qualities that make the applicant an ideal candidate.
- Connect these attributes to the opportunity they are pursuing.

****Conclusion****

- Reiterate your support for the applicant and express confidence in their abilities.
- Offer to provide additional information or answer any questions if necessary.

Thank you for considering my perspective on [Applicant's Name].

Sincerely,

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