

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to express my support for [Applicant's Name] in their application for the QMB program. [Provide a brief introduction of yourself and your relationship with the applicant.]

[Paragraph 1: Explain the qualifications and strengths of the applicant. Mention specific skills, experiences, or achievements that make them a strong candidate for the QMB program.]

[Paragraph 2: Provide examples of how the applicant has demonstrated these qualifications in real-life situations. Include any relevant projects, initiatives, or experiences that showcase their capabilities.]

[Paragraph 3: Conclude with a summary of why you believe the applicant will excel in the QMB program and how it aligns with their career goals. Offer your overall endorsement of their candidacy.]

Thank you for considering this strong recommendation for [Applicant's Name]. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Title/Position (if applicable)]  
[Your Organization (if applicable)]