

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[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 [specific program or opportunity, e.g., QMB program]. I have had the pleasure of knowing [Applicant's Name] for [duration] and can attest to their exceptional skills and dedication.

[Briefly describe your relationship with the applicant and your qualifications to speak on their behalf.]

Throughout their time at [Institution/Organization], [Applicant's Name] has demonstrated [list specific qualities, skills, or accomplishments that make them a strong candidate]. For example, [provide a specific example or anecdote that highlights their strengths].

I am confident that [Applicant's Name] will bring the same level of commitment and excellence to the [program or opportunity]. Their passion for [relevant field or topic] sets them apart as a candidate who will excel in this program.

Thank you for considering my recommendation. I am available for any further information or clarification you may require.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization]