[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to recommend [Candidate's Name] for the QWAP program. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] has excelled in [specific skills or qualities].
During [his/her/their] time in [specific role or project], [Candidate's Name] demonstrated [specific achievements or contributions].
[He/She/They] possesses a strong aptitude for [relevant skills or experiences related to QWAP], which I believe makes [him/her/them] an excellent fit for your program.
[Optional: Include a personal anecdote or specific example that highlights the candidate's capabilities.]
I wholeheartedly support [Candidate's Name]'s application for QWAP and am confident that [he/she/they] will bring the same level of commitment and excellence to your program as [he/she/they] has shown here at [Your Organization].
Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] if you have any questions.
Sincerely,
[Your Name]
[Your Position]