

[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 hope this letter finds you well. I am writing to recommend [Candidate's Name] for the [specific program, position or opportunity] in relation to [specific detail about the TQI - Teaching Quality Initiative].

During my time working with [Candidate's Name] at [Your Institution/Organization], I have observed [his/her/their] outstanding capabilities in [specific skills or qualities relevant to TQI].

[He/She/They] consistently demonstrates [provide specific examples of their work, achievements, or contributions that align with TQI objectives].

[Candidate's Name] possesses a strong commitment to [mention relevant values or principles associated with TQI such as innovative teaching practices, student engagement, etc.]. [His/Her/Their] ability to [describe a unique skill or success that highlights their aptitude] further underlines [his/her/their] suitability for [specific role or program].

I wholeheartedly believe that [Candidate's Name] would make a significant impact as part of the [specific program or initiative]. I am confident that [his/her/their] contributions will align with the goals of TQI and foster an environment of excellence in teaching and learning.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or discussion regarding this recommendation.

Thank you for considering [Candidate's Name] for this opportunity.

Sincerely,

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