

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Institution/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific program, position, or opportunity] at [Institution/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration], during [his/her/their] time at [Your Institution/Organization] and I can confidently attest to [his/her/their] exceptional abilities and dedication.

[Paragraph 1: Describe your relationship with the candidate, including context and duration. Highlight key attributes and skills relevant to the recommendation.]

[Paragraph 2: Provide specific examples of the candidate's accomplishments or contributions. Discuss particular projects, initiatives, or skills that demonstrate why the candidate is a strong fit for the QNS program.]

[Paragraph 3: Summarize your overall impression of the candidate and express your confidence in their ability to succeed in the new role or program. Mention any relevant personal qualities or skills that would benefit the selection process.]

I wholeheartedly recommend [Candidate's Name] for [specific program, position, or opportunity]. I am confident that [he/she/they] will uphold the standards of excellence that [Institution/Organization Name] represents. If you have any further questions or would like to discuss [Candidate's Name] in more detail, please do not hesitate to contact me. Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]