

[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 refer [Applicant's Name] for the [specific program or position] at [CJC or relevant organization]. [He/She/They] has demonstrated [specific skills, qualities, or experiences relevant to the application].

Throughout [his/her/their] [duration of time you have known the applicant], [Applicant's Name] has shown exceptional [specific traits or accomplishments]. [Include specific examples or achievements that highlight the applicant's strengths].

I believe that [Applicant's Name] would be an excellent fit for [CJC or relevant program], and [his/her/their] passion for [related field or interest] will contribute positively to [organization/community].

Please feel free to contact me if you need further information or clarification regarding this referral. I wholeheartedly support [his/her/their] application and am confident that [he/she/they] will excel in [the role or program].

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]