

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the CJC program at [Program/University Name]. I have had the pleasure of knowing [him/her/they] for [duration] as [his/her/their] [Instructor/Supervisor/Colleague] and have been consistently impressed by [his/her/their] [specific qualities or skills].

[Provide specific examples of the applicant's abilities, accomplishments, and characteristics that make them a strong candidate].

[Describe any relevant projects, teamwork, or leadership experiences that highlight the applicant's suitability for the CJC program].

In addition to [his/her/their] academic achievements, [Applicant's Name] demonstrates [soft skills, work ethic, or passion related to the field].

[He/She/They] is dedicated to [specific example related to the CJC field], and I am confident that [he/she/they] will continue to excel in [his/her/their] studies and contribute meaningfully to the program.

I highly recommend [Applicant's Name] for the CJC program, as I believe [he/she/they] will be a valuable asset to your academic community. Please feel free to reach out to me at [phone number] or [email address] if you require any further information.

Sincerely,

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