

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

Dear [Recipient Name or "Scholarship Committee"],
I am writing to enthusiastically recommend [Applicant's Name] for the [CJC Scholarship Name] scholarship. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship to applicant, e.g., teacher, supervisor, mentor] at [Organization/School Name]. Throughout this time, I have been consistently impressed by [his/her/their] commitment to excellence and passion for [relevant field or subject].

[Insert a paragraph illustrating the applicant's achievements, skills, and character traits. Provide specific examples that support your recommendation.]

In addition to [his/her/their] academic and extracurricular accomplishments, [Applicant's Name] displays qualities such as [mention attributes like leadership, dedication, creativity, etc.], which make [him/her/them] an excellent candidate for this scholarship. I am confident that the support from the [CJC Scholarship Name] will not only benefit [him/her/them] but also enable [him/her/them] to contribute positively to the community and field.

I wholeheartedly endorse [Applicant's Name] for the [CJC Scholarship Name] scholarship and believe that [he/she/they] will utilize this opportunity to further [his/her/their] education and make significant contributions to society.

Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Your Signature, if sending a hard copy]