

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend CJ Smith for [specific opportunity, e.g., graduate school program, job position, scholarship]. I have had the pleasure of knowing CJ for [duration] as [your relationship to CJ, e.g., their professor, supervisor, mentor] at [your institution/organization].

During this time, CJ has demonstrated exceptional [skills/qualities relevant to the opportunity, e.g., leadership, analytical skills, teamwork]. One notable example of this was when [specific example illustrating CJ's strengths].

CJ's passion for [subject/field] is evident in [mention relevant experiences, projects, or achievements]. Their ability to [specific skill or trait] sets them apart from their peers and makes them an excellent candidate for [opportunity].

I am confident that CJ will bring the same level of dedication and excellence to [the program, position, etc.]. I strongly endorse their application and believe they will exceed your expectations.

Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Sincerely,

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