

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend CJ for [specific position, program, scholarship, etc.]. I have had the pleasure of knowing CJ for [duration] in my capacity as [your relationship to CJ], and I can confidently say that they possess the qualities that would make them a valuable asset to your [organization/program].

During our time together, CJ has consistently demonstrated [mention specific qualities or skills, such as leadership, teamwork, creativity], particularly in [specific situation or project]. Their ability to [describe a particular achievement or contribution] showcases their [specific skills or attributes relevant to the position].

In addition to their professional competencies, CJ has a remarkable ability to [mention any personal qualities, such as communication skills, resilience, adaptability]. I have witnessed firsthand how [specific example or anecdote] exemplifies these attributes.

I am confident that CJ will bring the same dedication, enthusiasm, and skill to your [organization/program] as they have in our time together. I highly recommend CJ without reservation.

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

Sincerely,

[Your Name]
[Your Title]