

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for CJ [Last Name], who has demonstrated remarkable qualities and skills in [specific area or situation]. As [your relation to CJ, e.g., a colleague, mentor, friend], I have had the pleasure of witnessing CJ's dedication and hard work firsthand.

CJ's [specific skills or traits] have made a significant impact on [specific project, team, or community]. Their ability to [specific examples of actions or contributions] has not only helped achieve goals but has also inspired others around them.

I firmly believe that CJ would greatly benefit from [specific opportunity, program, or support you are advocating for], and I urge you to consider their application favorably. CJ's [mention any additional positive attributes or experiences] makes them an excellent candidate for this opportunity.

Thank you for considering my support for CJ. If you require any further information or insights regarding CJ's qualifications, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]