

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

Dear [Recipient Name],

I am pleased to write this recommendation letter for [Applicant's Name] in support of their application for the JCI [specific program or position]. I have had the privilege of working with [Applicant's Name] for [duration] at [Organization/Company Name] where they served as [Applicant's Position].

During this time, I have been consistently impressed with [his/her/their] exceptional skills in [mention specific skills or attributes relevant to JCI], as well as [his/her/their] dedication and commitment to [describe relevant experiences or contributions]. [Applicant's Name] has demonstrated [mention any specific project, initiative, or leadership role], showcasing remarkable capability in [describe outcome or impact]. I believe [Applicant's Name] possesses the qualities necessary to thrive in the JCI [program/role]. [He/She/They] is not only an innovative thinker but also a team player who fosters collaboration among peers. I am confident that [he/she/they] will make significant contributions to your esteemed organization.

I wholeheartedly endorse [Applicant's Name] for this opportunity and am excited to see the positive impact [he/she/they] will undoubtedly bring to the JCI community.

Thank you for considering this application. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]