

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

Dear [Recipient's Name],

I am writing to highly recommend JJ Smith for [specific position, opportunity, or program] at [Recipient's Organization]. I have had the pleasure of working with JJ for [duration of time] at [Your Organization/Institution], where I serve as [Your Position]. During our time together, JJ has demonstrated exceptional [skills, qualities, or attributes relevant to the opportunity], including [specific examples]. JJ's [work ethic, creativity, leadership, etc.] is truly impressive and sets them apart from their peers.

One of the most notable contributions JJ made during their time with us was [specific project or achievement]. This experience showcased their ability to [skills demonstrated, impact made].

JJ is not only a talented [profession/area of expertise] but also a fantastic team player who builds positive relationships with colleagues and clients alike. Their ability to [specific interpersonal skills] has greatly benefited our team dynamics.

I am confident that JJ Smith will bring the same level of dedication and excellence to [the role or opportunity they are applying for] as they have shown in our organization. I wholeheartedly support their application and am excited to see the positive impact they will undoubtedly make.

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or need additional information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]