

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

[Recipient Name]
[Recipient Title]

JPMorgan Chase
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity] at JPMorgan Chase. I have had the pleasure of knowing [Candidate's Name] for [duration] while [he/she/they] worked as [Candidate's Position] at [Your Company/Organization]. Throughout [his/her/their] time with us, [Candidate's Name] consistently demonstrated a remarkable ability to [specific skills or attributes relevant to the position]. [He/She/They] played a vital role in [describe a project or responsibility], showcasing [his/her/their] exceptional skills in [specific area].

[Include specific examples of achievements and contributions that highlight the candidate's qualifications]. For instance, [Candidate's Name] successfully [describe an achievement], which resulted in [quantifiable outcomes, if possible].

In addition to [his/her/their] technical abilities, [Candidate's Name] is a natural leader. [He/She/They] fosters collaboration and motivates team members to achieve their best. [Discuss any interpersonal skills and contributions to team dynamics].

I have no doubt that [Candidate's Name] will bring the same level of dedication, expertise, and passion to JPMorgan Chase. [He/She/They] will be an invaluable asset to your team, contributing to [specific goals of JPMorgan Chase].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]