

[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 letter of recommendation for [Applicant's Name] in support of their application to the LJC program. Having worked with [Applicant's Name] for [duration] at [Your Organization/Institution], I have witnessed their exceptional skills and dedication firsthand.

During their time in [specific role or capacity], [Applicant's Name] demonstrated [specific qualities or skills relevant to LJC, e.g., leadership, analytical ability, dedication]. One notable example of this was when [describe a specific project or situation that showcases their abilities].

[Applicant's Name]'s passion for [specific field or interest related to LJC] is evident in their work. They consistently strive for excellence and show a commitment to personal and professional growth. [He/She/They] not only contributes positively to our team but also inspires others around them.

I am confident that [Applicant's Name] will be an asset to the LJC program and will excel in their future endeavors. I wholeheartedly recommend them without reservation. Please feel free to contact me at [your phone number/email] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]