

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the LJC application. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization] where [he/she/they] served as [Applicant's Position or Role].

Throughout [his/her/their] time here, [Applicant's Name] has demonstrated exceptional [skills/qualities relevant to the application]. [Provide specific examples of achievements or contributions].

[He/She/They] is not only [an outstanding trait] but also [another positive trait]. These qualities [helped the team achieve a goal/improve processes/etc.].

I am confident that [Applicant's Name] will bring the same dedication and excellence to the LJC program. [He/She/They] will be a valuable asset and positively contribute to the community.

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

Sincerely,

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