

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Institution]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend JJ Smith for [specific opportunity, program, position, etc.]. Having worked closely with JJ for [duration of time], I have seen firsthand the unique skills and qualities that they bring to [context in which you know the person].

1. ****Introduction****

- Briefly introduce yourself and your relationship to JJ Smith.
- State the purpose of the letter.

2. ****Skills and Qualities****

- Discuss specific skills or attributes JJ possesses.
- Provide examples to demonstrate these skills in action.

3. ****Accomplishments****

- Highlight notable achievements or contributions made by JJ.
- Explain the significance of these accomplishments.

4. ****Personal Characteristics****

- Describe personal traits such as work ethic, character, leadership, etc.
- Share anecdotes that illustrate these traits.

5. ****Conclusion****

- Summarize your recommendation.
- Offer to provide further information or clarification if needed.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Institution]