

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

Dear [Recipient's Name],

I am writing to recommend JJ Morgan for [specific position, opportunity, or qualification]. Having worked with JJ for [duration] at [Your Company/Organization], I have witnessed their exceptional skills and dedication firsthand.

During [his/her/their] time with us, JJ consistently demonstrated [specific qualities, skills, or achievements]. [He/She/They] [describe specific projects, contributions, or accomplishments that highlight JJ's abilities].

Beyond [his/her/their] technical skills, JJ is an excellent team player. [He/She/They] is always willing to assist teammates and contribute positively to the workplace atmosphere. [Provide an example of teamwork or interpersonal skills].

I wholeheartedly recommend JJ Morgan for [specific position, opportunity, or qualification]. I am confident that [he/she/they] will bring the same level of enthusiasm and expertise to your team as [he/she/they] has shown with us. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]