

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific program or position] within the JLO application process. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the applicant, e.g., teacher, supervisor, etc.]. Throughout this time, [Applicant's Name] has demonstrated [specific qualities or skills relevant to the application, e.g., leadership, dedication, creativity, etc.]. One notable example of this was when [specific example or anecdote that illustrates the applicant's qualifications or character].

[Additional paragraph detailing more about the applicant's strengths and contributions, providing further examples or evidence of their suitability for the JLO application.]

I am confident that [Applicant's Name] will be an exceptional addition to [specific program or position]. [He/She/They] have the drive and capability to excel. I highly recommend [him/her/them] without reservation.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] for any further information.

Sincerely,

[Your Name]  
[Your Title]