

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

Dear [Recipient Name],

I am writing to recommend [JXN's Full Name] for [position, program, or opportunity] at [Recipient Company/Organization]. I have had the pleasure of working with JXN for [duration] as [his/her/their supervisor, colleague, etc.] at [Your Company/Organization].

During this time, I have been consistently impressed with JXN's [specific skills, traits, and contributions]. [He/She/They] demonstrated exceptional [skills/qualities such as leadership, teamwork, problem-solving, etc.] while working on [specific project or task].

One of JXN's notable achievements was [describe a specific achievement or contribution]. This experience showcased [his/her/their] ability to [explain relevant skills or attributes].

[JXN's Full Name] is not only [mention personal qualities such as hardworking, dedicated, etc.], but also has the ability to [mention a specific strength or skill]. I believe [he/she/they] would be a tremendous asset to your [company/program/team].

I wholeheartedly support JXN's application and am confident that [he/she/they] will excel in this new opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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