

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[WJC Application Committee]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the [specific program or opportunity] at the WJC. I have had the pleasure of working with [him/her/them] for [duration] in [context, e.g., as a supervisor, mentor, etc.], and I can confidently say that [he/she/they] possess the qualities and skills that make [him/her/them] an ideal candidate for this opportunity.

During our time together, [Applicant's Name] demonstrated exceptional [skill/quality], particularly in [specific example]. [He/She/They] consistently [explain any accomplishments or responsibilities held by the applicant], showcasing [his/her/their] dedication and ability to [achieve specific goals].

Moreover, [Applicant's Name] has a unique ability to [mention any interpersonal skills or leadership qualities], which sets [him/her/them] apart from [his/her/their] peers. [Provide a specific example that illustrates this quality].

I believe that the experience and education [Applicant's Name] will gain at WJC will not only benefit [him/her/them], but also the wider community, as [he/she/they] is devoted to [specific cause or field].

In conclusion, I highly recommend [Applicant's Name] for [the specific program or opportunity]. I am confident that [he/she/they] will contribute positively and exemplify the ideals of WJC.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]