

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who is applying for [specific opportunity, e.g., WJSC participation]. I have known [Candidate's Name] for [duration] in my capacity as [your relationship to the candidate].

[Paragraph discussing the candidate's qualifications, skills, and relevant experiences. Include specific examples that highlight their strengths and accomplishments relevant to the WJSC.]

[Paragraph discussing the candidate's character, work ethic, and interpersonal skills. Mention how these qualities would contribute to their success in the WJSC.]

In conclusion, I highly recommend [Candidate's Name] for [specific opportunity]. I am confident that they will excel and make significant contributions. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]
[Your Position/Title]