

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [the YJSC program/position]. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [teacher/mentor/supervisor] at [Your Organization/School].

During this time, I have been impressed by [Student's Name]'s [specific qualities or skills, e.g., dedication, creativity, leadership abilities]. [He/She/They] consistently demonstrate[s] a strong commitment to [specific subject or activity] and has shown exceptional [characteristics or achievements].

One of [his/her/their] significant contributions was [describe a specific project, achievement, or quality that stands out]. This not only showcased [his/her/their] talents but also highlighted [his/her/their] ability to work collaboratively with others.

In addition to [his/her/their] academic achievements, [Student's Name] is [mention any extracurricular activities, community service, or leadership roles]. [He/She/They] has a natural ability to inspire and positively influence those around [him/her/them].

I wholeheartedly believe that [Student's Name] would be a valuable addition to the YJSC program, bringing [his/her/their] unique perspective and dedication to making a difference.

Thank you for considering this recommendation. I am confident that [Student's Name] will exceed your expectations and contribute meaningfully to the program.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]