

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for [Applicant's Name] in their application for the ZJC program. As [his/her/them] [relation to the applicant, e.g., mentor, employer, teacher], I have had the pleasure of witnessing [his/her/their] dedication and passion for [relevant field or area of study].

[Provide specific examples of the applicant's skills, accomplishments, and character traits that make them a strong candidate for the ZJC program.]

I fully believe that [Applicant's Name] will greatly benefit from the ZJC program and contribute positively to [program goals or values].

Thank you for considering this application. I am confident that [he/she/they] will surpass your expectations.

Sincerely,

[Your Name]
[Your Position, if applicable]