

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

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

Dear [Recipient's Name],

I am writing to highly recommend [YJ's Full Name] for [specific opportunity, position, or program]. I have had the pleasure of working with YJ for [duration] at [Your Organization/Institution], where [he/she/they] has consistently demonstrated [list key qualities or skills].

During [his/her/their] time with us, YJ [describe specific tasks, projects, or responsibilities]. [He/She/They] showed outstanding [qualities such as leadership, dedication, creativity], and [provide an example or two].

YJ is also known for [mention any relevant personal qualities, teamwork, communication skills, etc.]. These traits make [him/her/them] an excellent fit for [the opportunity being recommended for].

I am confident that YJ will bring the same level of [commitment/passion/excellence] to [the new opportunity] that [he/she/they] has brought to our team. I wholeheartedly endorse [him/her/them] and believe that [he/she/they] will excel and make a positive impact in [the new role].

If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email].

Sincerely,

[Your Name]
[Your Title]