

**{Sender Name}**  
**{Sender Address}**  
**{Sender Town, State, Zip Code}**  
**{Sender Phone Number}**

**{Date}**

**{Recipient Name}**  
**{Recipient Work Address}**  
**{Recipient Town, State, Zip Code}**

Dear **{Recipient,}**

It is my great pleasure to recommend **{Name}** to you on behalf of **{pronoun}** application to the National Junior Honor Society. I have been **{Name}**'s **{teacher, employer, pastor, etc.}** for the past **{number}** years and can confidently attest to **{pronoun}** talent, dedication, and cheerful disposition.

I understand that the National Junior Honor Society requires members who are upstanding, hardworking, positive contributors to our local community and who demonstrate Aspen Academy's THINK values on a daily basis. **{Name}** has always exhibited these traits. In my **{class, workspace, church, etc.}** I have frequently noticed that **{pronoun}** **{specific anecdote illustrating character.}** I find that **{character trait}** makes **{Name}** well suited to the NJHS requirements of academic excellence, leadership, admirable character, and service.

**{Name}** is already great at managing **{activities, responsibilities, work, etc.}** I know that joining the National Junior Honor Society will be another wonderful place for **{pronoun}** to shine.

Thank you very much for your time and consideration.

Sincerely,  
**{Sender}**