

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific opportunity or position] in Qingdao. I have known [him/her/them] for [duration] and have been truly impressed by [his/her/their] abilities in [specific skills or areas].

During [his/her/their] time at [Company/Organization Name or Context of Relationship], [Candidate's Name] consistently demonstrated [specific qualities or accomplishments]. [He/She/They] is particularly adept at [describe relevant skills or experiences], making a significant impact on [specific projects or outcomes].

Qingdao's dynamic environment would greatly benefit from [Candidate's Name]'s expertise and passion for [field/industry]. I am confident that [he/she/they] will bring [specific strengths or attributes] to your team. I strongly recommend [Candidate's Name] without reservation. Please feel free to contact me at [your phone number or email] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]