

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

Dear [Recipient Name],

I am writing to highly recommend Zdenek [Last Name] for [specific opportunity, position, or program] at [Recipient Organization/Institution]. Having worked closely with Zdenek for [duration of time] at [Your Organization/Company], I have had the pleasure to witness his [mention key qualities, skills or attributes relevant to the opportunity].

Zdenek has consistently demonstrated [provide examples of skills, achievements, or contributions]. His ability to [specific ability or trait] has significantly impacted our team's [describe specific benefits or outcomes].

Furthermore, Zdenek possesses [mention any other relevant qualities, such as teamwork, leadership, or problem-solving capabilities], which [provide specific examples to support this]. His commitment to [mention a specific value related to the opportunity] makes him a perfect fit for [Recipient Organization/Institution].

I am confident that Zdenek will excel in this new role and contribute positively to your team. Please feel free to contact me at [your contact information] if you need any more information or specific examples of his work.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Title/Position]