

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

[Recipient Name]
[Recipient Position]

ZDF

[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to write this recommendation letter for [Applicant's Name], who is applying for [specific position/program] at ZDF. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [relationship to the applicant, e.g., professor, supervisor, etc.]. During this time, I have been impressed by [his/her/their] [description of skills, traits, and contributions relevant to the position], which I believe make [him/her/them] an excellent candidate for the opportunity at ZDF.

[Insert specific examples of the applicant's work, achievements, and skills that align with the position at ZDF.]

I am confident that [Applicant's Name] will bring [his/her/their] enthusiasm, creativity, and dedication to ZDF. I strongly recommend [him/her/them] for this opportunity without reservation.

Thank you for considering this application. Please feel free to contact me at [phone number] or [email address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]