

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[ZGG]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I am writing to recommend [Candidate's Name] for [specific position or opportunity] at ZGG. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] as [Candidate's Role].  
[Paragraph detailing qualifications, skills, accomplishments, and example of work ethics].  
[Paragraph discussing candidate's character, teamwork, and any relevant personal qualities].  
I am confident that [Candidate's Name] will be a valuable asset to ZGG and will excel in [specific skills or tasks related to the role].  
Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.  
Sincerely,  
[Your Name]  
[Your Position]