

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the [specific position or opportunity] at [Organization/Program Name, e.g., ZGP].

I have had the pleasure of knowing [Candidate's Name] for [duration] while they worked as [Candidate's Position] at [Your Organization]. During this time, I have been consistently impressed by their [specific qualities or skills, e.g., dedication, professionalism, etc.].

[Provide specific examples of the candidate's accomplishments, skills, and contributions that are relevant to ZGP. Use multiple paragraphs if necessary.]

I am confident that [Candidate's Name] will bring the same level of energy, enthusiasm, and commitment to the [specific position or opportunity] at ZGP. They have the potential to make significant contributions and add immense value to your team.

Please feel free to contact me at [your phone number] or [your email] if you require any further information or insights regarding [Candidate's Name].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]