

[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 recommend [Candidate Name] for [specific position or opportunity] at [Organization/Program Name, e.g., ZGP]. I have had the pleasure of working with [Candidate Name] for [duration] at [Your Organization] in the capacity of [your relationship to the candidate, e.g., supervisor, professor].

During this time, [he/she/they] demonstrated [key skills or qualities, e.g., exceptional leadership, dedication, problem-solving abilities], which I believe would make [him/her/them] a valuable asset to your team. [Provide specific examples or anecdotes that illustrate the candidate's strengths and contributions].

Furthermore, [Candidate Name]'s [additional traits, e.g., ability to work under pressure, creativity, adaptability] has consistently impressed me.

[He/She/They] has [add additional relevant information, e.g., received accolades, contributed to projects, shown initiative], which speaks volumes about [his/her/their] commitment and capabilities.

I strongly recommend [Candidate Name] for [position or opportunity] at [Organization/Program Name, e.g., ZGP] without reservation. [He/She/They] will undoubtedly bring the same passion and excellence that [he/she/they] have shown in our time together.

Please feel free to contact me at [phone number] or [email address] if you have any further questions.

Sincerely,

[Your Name]  
[Your Position]