

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

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for [program/position] at Zhejiang University. I have had the pleasure of working with [Student's Name] for [duration] in [context, e.g., coursework, research, etc.], and I can confidently say that [he/she/they] possess the skills, dedication, and innate talent necessary to excel in [his/her/their] endeavors.

During [his/her/their] time in my [class/research group/etc.], [Student's Name] demonstrated [specific qualities, skills, and achievements].

[Provide specific examples and anecdotes to support your claims.]

Furthermore, [Student's Name] has shown a remarkable ability to [mention relevant skills or experiences related to the program/position], which I believe will contribute significantly to [ZJU or specific program/department]. [He/She/They] is not only a [mention their academic or intellectual strengths] but also possesses [mention personal qualities such as leadership, teamwork, etc.].

In conclusion, I wholeheartedly recommend [Student's Name] for [program/position] at Zhejiang University. I am confident that [he/she/they] will be a valuable addition to the university community and will achieve great success in [his/her/their] academic and professional pursuits.

Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

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