

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

[Recipient's Name]
[Recipient's Title/Position]
[Institution/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [ZJX's Full Name] for [specific opportunity, e.g., graduate program, job position, internship, etc.]. I have had the pleasure of working with [ZJX] for [duration] at [Your Institution/Company], where [he/she/they] has [brief description of your relationship, e.g., been a student in my class, worked under my supervision, etc.].

During this time, I have been impressed by [ZJX's specific qualities, skills, and accomplishments]. [Provide specific examples or anecdotes that demonstrate these qualities].

Furthermore, [add any additional relevant information about ZJX's character, work ethic, and potential for success in the opportunity they are pursuing].

I believe that [ZJX] would be a valuable asset to [recipient's organization/program] and I wholeheartedly recommend [him/her/them] for [specific opportunity]. Please feel free to contact me at [phone number] or [email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Institution/Company]