

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration], during which time they have consistently demonstrated exceptional skills and qualities that make them an excellent fit for this opportunity.

[Provide specific examples of the candidate's skills, accomplishments, and personal attributes that relate to the ZGP. Highlight any relevant projects, performances, or leadership roles.]

[Discuss the impact the candidate has made within your organization or community and how it relates to their potential in the ZGP.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient's Organization] as they have shown under my supervision. I highly recommend them for [position, program, opportunity] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any more information or specific examples of [Candidate's Name]'s abilities.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]