

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend Zhang [Last Name] for [specific opportunity, position, program, etc.]. I have had the pleasure of knowing and working with Zhang for [duration] at [Your Institution/Organization], where [he/she/they] served as [Zhang's title or position].

Throughout [his/her/their] time at [Your Institution/Organization], Zhang has consistently demonstrated [describe key qualities, skills, and accomplishments relevant to the opportunity]. For instance, [provide a specific example that highlights Zhang's skills or contributions]. Zhang's ability to [mention specific strengths, such as teamwork, leadership, analytical thinking, etc.] is particularly noteworthy. [Include another example that illustrates these strengths].

I am confident that Zhang will bring [his/her/their] dedication, expertise, and innovative approach to [recipient's institution or program]. [He/She/They] has my highest recommendation, and I believe [he/she/they] will be a valuable addition to your team.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]