

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend Zhang for [specific opportunity, program, or position] at [organization/institution name]. I have had the pleasure of working with Zhang for [duration] in my capacity as [your position] at [your institution/organization].

During this time, I have been consistently impressed with Zhang's [specific skills, qualities, or achievements]. [Provide specific examples of Zhang's work, contributions, or accomplishments that highlight their strengths.]

Zhang possesses remarkable [specific quality or skill], making them an asset to any team. Their ability to [explain how they have demonstrated this quality] has greatly benefited our organization. Moreover, Zhang's [mention any relevant personal qualities, such as leadership, teamwork, or communication skills] distinguishes them in their field.

I am confident that Zhang will excel in [specific opportunity] and make a positive impact. I strongly endorse their application and believe they will bring their unique insights and dedication to [recipient organization/institution].

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

Sincerely,

[Your Name]
[Your Position]