

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name] in support of their application for [specific program/opportunity] in Zhengzhou. As [your relationship with the candidate, e.g., their professor, employer], I have had the pleasure of working with [Candidate's Name] for [duration] and have been consistently impressed by [his/her/their] [specific qualities or skills].

During [his/her/their] time in [specific context, e.g., my class, our team], [Candidate's Name] has demonstrated exceptional [mention specific skills, traits or accomplishments]. For example, [provide a concrete example that showcases the candidate's abilities].

[Candidate's Name] has also shown remarkable [mention any soft skills such as leadership, teamwork, communication, etc.], particularly when [provide an example based on your experience with the candidate]. This quality, combined with [his/her/their] strong work ethic and passion for [relevant field or topic], makes [him/her/them] a perfect fit for [program/opportunity].

I am confident that [Candidate's Name] will excel in [his/her/their] future endeavors in Zhengzhou and will be a valuable asset to your [program/opportunity]. I wholeheartedly recommend [him/her/them] without reservation.

Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]
[Your Position]