

[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 writing to wholeheartedly recommend [Candidate's Name] for [specific position, opportunity, or program] in Zhengzhou. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] has consistently demonstrated [specific qualities, skills, or contributions].

[Provide specific examples of the candidate's accomplishments, skills, and character that are relevant to the opportunity.]

[Candidate's Name] possesses a remarkable ability to [mention specific skills or attributes, e.g., problem-solving, teamwork, leadership].

[He/She/They] has made significant contributions to our team, such as [mention specific projects or achievements].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [specific position/opportunity] in Zhengzhou. [He/She/They] would be an excellent asset to your team, and I give [him/her/them] my highest endorsement.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]