

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Zhongwen's Full Name] for [the specific opportunity, program, position, etc.]. During my time working with [him/her/them] at [Your Institution/Organization], I have been consistently impressed by [his/her/their] dedication, skills, and professionalism.

[Zhongwen's First Name] has demonstrated exceptional abilities in [specific skills or subjects related to the opportunity], showcasing [his/her/their] talent through [specific projects, tasks, or responsibilities]. [He/She/They] has a remarkable ability to [specific traits, e.g., communicate effectively, work collaboratively, etc.], which has greatly contributed to [specific outcomes or positive results]. [Provide additional examples or anecdotes that illustrate Zhongwen's strengths, achievements, and character.]

I am confident that [Zhongwen's First Name] will excel in [the opportunity, program, position, etc.], bringing [his/her/their] passion and a strong work ethic. I highly recommend [him/her/them] without reservation.

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

Sincerely,

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