

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

Dear [Recipient Name],

I am writing to recommend [Zhongwen's Full Name] for [specific opportunity, e.g., graduate program, job position, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., professor, manager, etc.] at [Your Institution/Company].

During our time together, [Zhongwen's First Name] has demonstrated exceptional [qualities, skills, or traits relevant to the opportunity]. [He/She/They] consistently [give specific examples of achievements or contributions].

In addition to [his/her/their] outstanding [skills/attributes], [Zhongwen's First Name] possesses a strong work ethic and a genuine passion for [field or subject matter]. I have been particularly impressed by [specific instances that showcase their abilities or character].

I strongly believe that [Zhongwen's First Name] will be an asset to [Recipient Institution/Company] and will excel in [specific opportunity].

I wholeheartedly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Position]