

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend Zhao [Last Name] for [specific opportunity, position, program, etc.]. I have had the pleasure of working with Zhao for [duration] at [Your Institution/Company], where [he/she/they] served as [position] under my guidance.

During this time, Zhao demonstrated [specific skills, qualities, or achievements]. [Provide specific examples of Zhao's work, contributions, or character traits].

Zhao's ability to [mention a particular skill relevant to the opportunity] is impressive, and [he/she/they] consistently exceeds expectations in [his/her/their] work. [Include another example or anecdote that illustrates Zhao's capabilities].

In addition to [his/her/their] professional skills, Zhao is [mention soft skills, such as teamwork, communication, etc.]. [Provide an anecdote or example].

I am confident that Zhao will be a valuable asset in [his/her/their] future endeavors, and I highly recommend [him/her/them] for [specific opportunity]. Please feel free to contact me at [your phone number] or [your email address] if you require further information or specific examples of [his/her/their] work.

Sincerely,

[Your Name]  
[Your Position]