

[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 Zhao [Last Name] for [specific opportunity, e.g., a position, scholarship, etc.]. I have had the pleasure of working with Zhao for [duration] at [Your Organization], where [he/she/they] has demonstrated exceptional [skills/qualities related to the opportunity].

During [his/her/their] time with us, Zhao has consistently exhibited [specific qualities, such as leadership, critical thinking, teamwork]. One instance that stands out is [provide a specific example of Zhao's accomplishments or contributions]. This not only showcases Zhao's capabilities but also [his/her/their] dedication to [specific field or mission].

Moreover, Zhao's ability to [mention any relevant skills, such as problem-solving, communication, etc.] makes [him/her/them] an invaluable asset. [He/She/They] is always eager to take on new challenges and explore innovative solutions.

I am confident that Zhao will excel in [his/her/their] future endeavors and will bring the same level of commitment and excellence to your [team/program]. I highly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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