

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend Zhou [Last Name] for [specific opportunity, e.g., a job, graduate program, scholarship] at [Recipient's Organization/Institution]. I have had the pleasure of working with Zhou for [duration] at [Your Company/Organization], where I serve as [Your Position].

During this time, Zhou has consistently demonstrated exceptional [skills/qualities, e.g., analytical abilities, teamwork, leadership]. One of the most impressive projects Zhou undertook was [specific example of a project or achievement], where [describe the impact or results].

Zhou possesses a unique combination of [mention relevant skills or personal attributes], making [him/her/them] an invaluable asset to any team. [He/She/They] is also known for [mention any relevant soft skills, e.g., strong communication skills, adaptability, enthusiasm], which greatly enhances collaboration and productivity.

I am confident that Zhou will excel in [this opportunity], bringing [his/her/their] dedication and knowledge to your team. I wholeheartedly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]