

[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 recommend [Applicant's Name] for a ZJ visa. I have had the pleasure of working with [Applicant's Name] for [duration] at [Your Organization], where [he/she/they] served as [Applicant's Position]. During this time, I have been consistently impressed with [Applicant's Name]'s [mention specific skills, qualities, and contributions].

[He/She/They] has demonstrated exceptional [skill] in [specific tasks or projects], which has significantly benefitted our team and organization.

[Optional paragraph: Provide specific examples of accomplishments or projects that highlight the applicant's qualifications.]

I believe that [Applicant's Name] will excel in [specific industry or field] and will make positive contributions in [Country/Region].

Therefore, I strongly recommend [him/her/them] for the ZJ visa.

If you require any further information, please do not hesitate to contact me.

Sincerely,

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