

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

Dear [Recipient's Name],

Introduction

- Brief statement of your relationship to the candidate
- Purpose of the letter

Body

- Paragraph 1: Overview of the candidate's qualifications
- Paragraph 2: Detailed example of the candidate's achievements and skills
- Paragraph 3: Personal attributes and character traits that make the candidate a strong fit for ZRH

Conclusion

- Strong endorsement of the candidate
- Offer to provide further information if needed

Sincerely,

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