

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the ZPASS application. I have had the pleasure of working with [him/her/them] as [his/her/their] [Your Relationship to the Applicant] for [Duration of Time].

During this time, [Applicant's Name] has consistently demonstrated [specific qualities, skills, or accomplishments related to ZPASS]. [He/She/They] possess a unique blend of [mention relevant skills or attributes], which I believe will greatly contribute to [specific aspects of ZPASS].

One notable example of [his/her/their] capabilities was [describe a relevant experience or achievement]. [This experience showcases specific skills or attributes that align with the ZPASS application requirements]. I am confident that [Applicant's Name] will bring [his/her/their] strong work ethic, dedication, and passion to [specific goals or values related to ZPASS]. I wholeheartedly recommend [him/her/them] for this opportunity.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information or further insights about [Applicant's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]