

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

Dear [Recipient's Name],

I am writing to highly recommend [ZXC's Full Name] for [specific position, program, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to ZXC].

During this time, I have been impressed by [ZXC's notable qualities, skills, and contributions]. [Provide specific examples and anecdotes that highlight ZXC's strengths and accomplishments].

[ZXC's Full Name] is [insert key qualities such as hardworking, dedicated, innovative, etc.]. I have no doubt that [he/she/they] will bring these attributes to [the new position, program, etc.], and will prove to be a valuable asset.

In conclusion, I strongly support [ZXC's Full Name] in [his/her/their] pursuits and am confident [he/she/they] will excel in the opportunities ahead. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]
[Your Title/Position]