

[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 [Zxx's Full Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [Zxx] for [duration of time] at [Your Organization or Context].

During this time, [Zxx] has demonstrated exceptional skills in [specific skills or qualities]. [He/She/They] has shown a commitment to [specific values or goals], and has consistently [describe specific contributions or achievements].

[Provide specific examples that highlight Zxx's strengths and abilities]. I am confident that [Zxx] will bring the same dedication and enthusiasm to [the opportunity they are applying for]. Please do not hesitate to contact me at [your phone number or email address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]