

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

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the ZR visa. As [his/her/their] [Your relationship to the applicant, e.g., supervisor, colleague], I have had the pleasure of working with [Applicant's Name] for [duration of time] at [Company/Organization Name].

During this time, I have been consistently impressed with [his/her/their] [specific skills, traits, or contributions]. [Give a brief example of a project or situation that highlights the applicant's qualifications].

[Applicant's Name]'s [specific skills or attributes] make [him/her/them] an ideal candidate for the ZR visa. [He/She/They] demonstrates [mention any qualities relevant to the visa application process, such as adaptability, professionalism, or contribution to the field].

I believe that [Applicant's Name]'s experience and skills will greatly benefit [mention the relevant field, industry, or community]. I strongly endorse [his/her/their] application for the ZR visa and am confident that [he/she/they] will excel in [his/her/their] future endeavors.

Thank you for considering this recommendation. If you need any further information or clarification, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Signature (if sending a hard copy)]