

[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 confirm that [Applicant's Name] has been employed with [Your Organization] since [Start Date] as a [Job Title]. Throughout their time here, [he/she/they] has consistently demonstrated exceptional skills and professionalism in [mention relevant skills or areas of expertise]. [Provide a brief overview of the applicant's responsibilities and contributions to the organization.]

I highly recommend [Applicant's Name] for the ZR visa, as I believe that [he/she/they] will bring valuable skills and expertise to [mention the destination country or organization]. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Organization]