

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

[Recipient Name]  
[Recipient Position/Title]  
[ZSA Application Committee]  
[Institution/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name/Committee Members],

I am writing to recommend [Applicant's Name] for the [specific position, program, or opportunity] at ZSA. I have had the privilege of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the applicant, e.g., professor, employer, etc.], and I believe [he/she/they] possesses the skills and qualities that make [him/her/them] an excellent candidate for this opportunity.

[In this paragraph, elaborate on the applicant's qualifications, achievements, and relevant experiences that make them a suitable candidate. Mention specific skills or accomplishments that stand out.] Additionally, [Applicant's Name] demonstrates [mention personal qualities such as leadership, creativity, determination, etc.]. [Provide examples of how the applicant has exemplified these qualities in their work or studies.]

In conclusion, I wholeheartedly recommend [Applicant's Name] for the [specific position, program, or opportunity] at ZSA. I am confident that [he/she/they] will bring [describe potential contributions or impact they could have].

Thank you for considering [his/her/their] application. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]