

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

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the ZTA application [or specific program if applicable]. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [relationship to applicant, e.g., supervisor, professor, colleague] at [Your Organization/Institution].

[Provide a brief introduction about the applicant and your relationship, highlighting key skills, experiences, and qualities that make them a strong candidate for the ZTA application.]

Throughout [his/her/their] time with us, [Applicant's Name] has demonstrated exceptional [specific skills or qualities relevant to the ZTA application]. For instance, [provide specific examples of accomplishments or contributions].

In addition to [his/her/their] technical skills, [Applicant's Name] possesses outstanding [personal attributes, such as leadership, teamwork, communication, etc.], which I believe will enable [him/her/them] to excel in the ZTA program.

I wholeheartedly support [Applicant's Name]'s application and have no doubt that [he/she/they] will bring [his/her/their] unique perspective and dedication to the ZTA initiative. If you have any further questions, please feel free to contact me at [your phone number] or [your email]. Thank you for considering this recommendation.

Sincerely,

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