

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Zurich or specific context]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration], where [he/she/they] held the position of [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills, qualities, or achievements relevant to Zurich], which I believe will benefit [Zurich or specific context]. [Provide specific examples of the candidate's strengths, contributions, and experiences.]

Moreover, [Candidate's Name] has shown remarkable [characteristic, such as leadership, teamwork, problem-solving], which sets [him/her/them] apart. [Include any relevant information that showcases the candidate's suitability for the position or opportunity at Zurich.]

I wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity], confident that [he/she/they] will make significant contributions to your team at Zurich. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]