

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Company Name] in Zurich. I have had the pleasure of knowing and working with [Candidate's Name] for [duration of time] in [context of your relationship, e.g., as a manager, colleague, professor].

During this time, [Candidate's Name] has demonstrated [specific skills, qualities, or accomplishments that are relevant to the position]. [He/She/They] consistently [give a specific example of performance or contribution], which significantly contributed to [outcome/achievement].

[Candidate's Name] possesses the ability to [mention relevant skills or attributes, e.g., lead teams, manage projects, solve problems], and is always willing to [additional positive trait or action]. [He/She/They] is highly regarded for [mention any recognitions or contributions to the field].

I have no doubt that [Candidate's Name] will bring the same level of dedication and skill to [Company Name] as [he/she/they] has demonstrated in our time together. I wholeheartedly recommend [him/her/them] for this opportunity.

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization]