

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] with ZGS. I have known [him/her/them] for [duration] and have had the pleasure of witnessing [his/her/their] growth and dedication firsthand.

Throughout our time together at [context in which you know the candidate], [Candidate's Name] has consistently demonstrated [key qualities such as integrity, work ethic, specific skills relevant to ZGS, etc.]. [He/She/They] is not only [adjective] but also [another adjective], making [him/her/them] an outstanding candidate for your organization.

One example of [his/her/their] strengths includes [specific instance or achievement that highlights the candidate's qualifications]. This experience showcases [his/her/their] ability to [relevant skill or quality], which I believe will be invaluable to ZGS.

In addition to [his/her/their] professional qualities, [Candidate's Name] is also a wonderful person to work with. [He/She/They] has a positive attitude and is always willing to help others, making [him/her/them] a great asset to any team.

I firmly believe that [Candidate's Name] will be a tremendous benefit to ZGS and excel in [specific role or project]. If you have any further questions or would like to discuss [his/her/their] qualifications in more detail, please feel free to contact me at [your phone number] or [your email].

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Relationship to the Candidate]