

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

Dear [Recipient Name],
I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity] at ZGS. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Institution/Organization], where [he/she/they] has consistently demonstrated [specific qualities, skills, or attributes relevant to ZGS]. During [his/her/their] time at [Your Institution/Organization], [Candidate's Name] [describe relevant experiences, achievements, or contributions]. [His/Her/Their] ability to [specific skill or trait] has significantly contributed to [outcome or project], showcasing [his/her/their] [positive attributes].

I am confident that [Candidate's Name] will bring the same dedication, creativity, and passion to ZGS as [he/she/they] has shown during [his/her/their] time with us. [He/She/They] will be an invaluable asset to your team and will contribute positively to the mission and goals of ZGS.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or need additional information.

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