

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

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

Dear [Recipient's Name],

I am writing to recommend Zhang [Last Name] for [specific program, position, or opportunity] at [Institution/Company Name]. I have had the pleasure of working with Zhang for [duration] as [his/her/their] [professor, supervisor, etc.], during which time I have witnessed [his/her/their] exceptional abilities and dedication.

Zhang has consistently demonstrated [mention specific skills, qualities, or achievements that make Zhang a suitable candidate]. For instance, [provide a specific example or story that showcases those attributes]. In addition to [his/her/their] impressive skills in [mention relevant skills or fields], Zhang has shown remarkable [mention any personal qualities, such as leadership, teamwork, or commitment]. [Include another example or anecdote to illustrate these qualities].

I firmly believe that Zhang's [discuss potential for future success, such as contributions to the field, workplace culture, etc.] will make [him/her/them] a valuable asset to your [program, team, etc.]. I wholeheartedly endorse Zhang for this opportunity and am confident that [he/she/they] will excel.

Thank you for considering this recommendation. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Company]