

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

Dear [Recipient Name],

I am writing to recommend [Name of the person you are recommending] for [specific opportunity, position, or program] in Zhengzhou. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] [describe the relationship and context of your work together].

During [his/her/their] time with us, [Name] demonstrated [specific skills, qualities, or achievements], which I believe make [him/her/them] an excellent candidate for [the opportunity]. [Provide specific examples of contributions, achievements, or characteristics that exemplify their abilities].

[He/She/They] is also known for [mention any personal attributes, such as teamwork, leadership, or dedication], which truly sets [him/her/them] apart. I am confident that [his/her/their] skills and experiences will be an asset in [the new role or opportunity].

I wholeheartedly endorse [Name] for [the opportunity] and am confident that [he/she/they] will excel in [his/her/their] endeavors. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or specific examples regarding [his/her/their] qualifications.

Thank you for considering this reference.

Sincerely,

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