

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]

KQED

[Recipient's Address]
[City, State, ZIP]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for the [specific project name] at KQED. Having worked with [him/her/them] for [duration of time] at [Your Organization], I can confidently attest to [his/her/their] remarkable skills and dedication to [relevant field or subject matter].

During our time together, [Candidate's Name] demonstrated exceptional [specific skills or qualities related to the project], consistently contributing to [specific achievements or projects]. [He/She/They] is particularly adept at [specific ability or experience], which I believe will greatly benefit the KQED project.

Additionally, [Candidate's Name] has shown a strong commitment to [relevant value or goal of the project], aligning perfectly with KQED's mission. [He/She/They] has a unique ability to engage diverse audiences and convey complex information in an accessible manner.

I have no doubt that [Candidate's Name] will bring immense value to the [project name] and contribute positively to your team. I wholeheartedly support [his/her/their] application, and I am excited to see the potential impact of [his/her/their] work.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]
[Your Title/Position]