

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

KTVU

[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or role] at KTVU. Having worked with [him/her/them] for [duration] at [Your Organization], I have witnessed [his/her/their] remarkable skills and unwavering dedication firsthand.

[Candidate's Name] has demonstrated exceptional [specific skills or traits relevant to the position], which I believe will greatly benefit KTVU. [He/She/They] has a unique ability to [describe specific abilities or experiences], making [him/her/them] an invaluable asset to any team. In addition to [his/her/their] technical qualifications, [Candidate's Name] possesses outstanding [interpersonal skills/communication skills/etc.]. [He/She/They] has a proven track record of [mention any relevant accomplishments, projects, or methods].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and excellence to KTVU as [he/she/they] has shown during our time together. I strongly recommend [him/her/them] without reservation for [his/her/their] potential contributions to your team.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]