

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

NWITimes

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position, opportunity, or program] at NWITimes. I have had the pleasure of working with [him/her/them] for [duration] in my role as [Your Position] at [Your Organization].

During this time, [Candidate's Name] has exhibited [specific skills or qualities related to the position]. For instance, [provide a specific example or anecdote that highlights the candidate's abilities].

[Candidate's Name] also demonstrated exceptional [mention any relevant traits, e.g., teamwork, leadership, initiative], particularly when [describe a situation that showcases these traits].

I firmly believe that [Candidate's Name] possesses the skills and dedication required to excel at NWITimes. I am confident that [he/she/they] will make a positive impact on your team and contribute to the success of your organization.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or specific examples of [Candidate's Name]'s capabilities.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]