

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]

WKRN News 2

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position or opportunity] at WKRN News 2. I have had the pleasure of working with [Candidate's Name] for [duration] in [context], and I am confident in their abilities and dedication.

[Paragraph detailing relevant skills, experiences, and achievements of the candidate.]

[Paragraph providing specific examples of how the candidate has demonstrated these skills, as well as any additional personal qualities that would be beneficial in the role they are applying for.]

I strongly believe that [Candidate's Name] would be a valuable asset to the WKRN team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]
[City, State]