

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

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

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for a position at WLTX. I have had the pleasure of working with [Candidate's Name] for [Duration] at [Your Organization], where they served as [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional skills in [specific skills or qualities relevant to WLTX], showcasing their ability to [specific achievements or contributions]. Their commitment to [specific values, e.g., integrity, teamwork] has made a lasting impact on our team and on the projects they undertook.

I am particularly impressed with [specific project or achievement relevant to WLTX], which illustrates [Candidate's Name]'s ability to [specific qualities or skills related to the media industry]. Their dedication to excellence and ability to [other relevant qualities] makes them an ideal candidate for your team.

I am confident that [Candidate's Name] would bring the same level of hard work and enthusiasm to WLTX. I highly recommend them for your consideration.

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

Sincerely,

[Your Name]
[Your Position]