

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name] for the position at WLOS. Having worked closely with [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., supervisor, colleague, etc.], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Candidate's Name] has consistently demonstrated [mention specific qualities or skills relevant to WLOS, e.g., strong communication abilities, creativity in problem-solving, etc.]. One notable project [he/she/they] led was [describe a relevant project or experience], which resulted in [mention the outcome or impact of the project].

In addition to [his/her/their] professional skills, [Candidate's Name] is also [mention personal qualities, e.g., a team player, dependable, etc.]. [He/She/They] approaches challenges with a positive attitude and is always willing to assist others.

I strongly recommend [Candidate's Name] for the position at WLOS. I am confident that [he/she/they] will bring [his/her/their] talents and enthusiasm to your organization and contribute positively to your team. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,

[Your Name]  
[Your Title]