

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

WZTV

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

Dear [Recipient's Name],

I am writing to formally endorse [Person/Organization's Name] for [specific opportunity, position, etc.]. As [your relationship to the person/organization], I have had the pleasure of witnessing their [specific qualities, skills, or accomplishments] firsthand.

[Paragraph detailing specific experiences, achievements, and reasons for endorsement.]

I truly believe that [Person/Organization's Name] would be an excellent fit for [opportunity/position], and I wholeheartedly support their candidacy.

Thank you for considering this endorsement. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]