

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

WZTV

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

Dear [Recipient Name],

I am writing to refer [Referee's Name] for the position of [Position/Role] at WZTV. I have worked with [Referee's Name] for [length of time] at [Your Organization/Company], where [he/she/they] [brief description of the relationship and context].

Throughout our time together, [Referee's Name] has demonstrated exceptional [skills/qualities relevant to the position], including [specific examples]. [He/She/They] is known for [mention any notable achievements or characteristics that make them suitable for the role]. I believe that [Referee's Name] would be a valuable addition to the team at WZTV, and I wholeheartedly recommend [him/her/them] for [Position/Role]. If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this referral.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]