

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

WXPN

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at WXPN. I have had the pleasure of knowing [him/her/them] for [duration of acquaintance] and have been consistently impressed by [his/her/their] work ethic, creativity, and passion for music.

During [his/her/their] time at [Organization/Institution], [Candidate's Name] demonstrated exceptional skills in [mention relevant skills or experiences]. [He/She/They] played a critical role in [specific project or achievement], showcasing not only [his/her/their] musical talents but also [his/her/their] ability to connect with audiences.

[Candidate's Name] is not only talented but also a team player who collaborates effectively with others. [He/She/They] has the unique ability to bring people together, foster community, and promote a love for music, which I believe aligns perfectly with WXPN's mission.

I wholeheartedly recommend [Candidate's Name] for this opportunity. I am confident [he/she/they] will bring [his/her/their] dedication and innovative spirit to WXPN. 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 Title/Position]
[Your Organization]