

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

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

WXYZ Detroit

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for [specific position or opportunity] at WXYZ Detroit. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where they have consistently demonstrated exceptional skills in [specific skills related to the position].

During their time with us, [Candidate's Name] has been instrumental in [specific projects or responsibilities]. Their ability to [describe relevant skill or trait] allowed our team to [specific outcome or achievement]. [Additional detail about their contributions and impact on the team or project].

Moreover, [Candidate's Name] possesses remarkable qualities that make them an excellent fit for your organization. They are [describe personal traits, e.g., hardworking, innovative, collaborative], and they have the capacity to [relevant action or contribution to the workplace culture or goals].

I am confident that [Candidate's Name] will bring the same level of dedication and professionalism to WXYZ Detroit as they have shown with us. I wholeheartedly recommend them for [specific position or opportunity] and believe they would be a valuable asset to your team. Thank you for considering this recommendation. If you have any questions or need further information, please feel free to contact me.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]