

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

KTVB

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the position of [Position Title] at KTVB. Having worked with [him/her/them] for [duration] at [Your Company/Organization Name], I have witnessed firsthand [his/her/their] exceptional skills and dedication.

During [his/her/their] time with us, [Candidate's Name] demonstrated remarkable abilities in [specific skills or experiences relevant to the position], which significantly contributed to [specific project or outcome]. [He/She/They] is not only adept at [technical skills or knowledge], but also excels in [soft skills related to teamwork or communication].

[Include a specific example or anecdote that showcases the candidate's strengths and accomplishments.]

I am confident that [Candidate's Name] will bring the same commitment and excellence to KTVB as [he/she/they] has shown throughout [his/her/their] career. I strongly support [his/her/their] application and believe that [he/she/they] will be an asset to your team.

Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]