

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

WKTV

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position or opportunity] at WKTV. As [his/her/their] [your relationship to the candidate, e.g., professor, supervisor, colleague] during [time period], I have had the pleasure of witnessing [his/her/their] exceptional skills and dedication firsthand.

[Candidate's Name] has consistently demonstrated [specific qualities or skills relevant to the position], showing a remarkable ability to [achievements or contributions]. [He/She/They] is not only a talented [describe profession or skill] but also exhibits outstanding [mention soft skills, e.g., teamwork, communication, leadership].

One of the projects [Candidate's Name] worked on was [briefly describe a specific project or experience]. Through this experience, [he/she/they] showcased [mention specific skills or outcomes], further proving [his/her/their] ability to thrive in dynamic environments like WKTV.

I am confident that [Candidate's Name] would be an invaluable asset to your team and contribute positively to WKTV's mission and goals. I strongly recommend [him/her/them] for the [specific position or opportunity], and I believe [he/she/they] will exceed your expectations. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this strong candidate.

Sincerely,

[Your Name]
[Your Title/Position]