

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

WKTV

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position, opportunity, or program] at WKTV. Having worked with [Candidate's Name] for [duration] in [context or capacity], I have had the pleasure of witnessing their exceptional skills and dedication firsthand.

During this time, [Candidate's Name] demonstrated [his/her/their] ability to [mention specific skills or achievements relevant to the opportunity, e.g., create engaging content, work collaboratively, meet tight deadlines]. One of the standout projects [he/she/they] worked on was [describe a specific project or task], which resulted in [mention outcome or positive results].

Aside from [his/her/their] professional qualifications, [Candidate's Name] is known for [his/her/their] [mention personal qualities, such as strong work ethic, creativity, teamwork, leadership abilities].

[He/She/They] is also highly regarded by [his/her/their] peers for [mention any relevant interpersonal skills or contributions].

I am confident that [Candidate's Name] would bring the same level of enthusiasm and commitment to WKTV as [he/she/they] has shown in our time together. [He/She/They] would be a valuable asset to your team.

Please feel free to contact me at [your phone number] or [your email address] if you require any more information or insights about [Candidate's Name].

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Position]