

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization Name] (WKRG)  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for a position at WKRG. Having worked with [him/her/them] for [duration] at [Your Organization], I have been continually impressed by [his/her/their] [skills/attributes, e.g., creativity, dedication, work ethic].

During [his/her/their] time as [Candidate's Position], [Candidate's Name] demonstrated exceptional [specific skill or quality, e.g., reporting skills, technical abilities], and made significant contributions to [specific project or task] that [describe the outcome or impact].

[He/She/They] is particularly adept at [specific task or skill], which I believe will be invaluable in a fast-paced environment like WKRG.

[Include any relevant awards, recognitions, or unique experiences that highlight the candidate's qualifications].

In addition to [his/her/their] professional capabilities, [Candidate's Name] is a pleasure to work with. [He/She/They] brings a positive attitude and a collaborative spirit to every project. [He/She/They] is well-respected among peers and is always willing to lend a hand or share [his/her/their] expertise.

I am confident that [Candidate's Name] will be a tremendous asset to your team at WKRG. I highly recommend [him/her/them] without reservation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]