

[Mention the name of the Sender]

[Mention the name of the Company of the Sender]

[Address]

[Zip Code]

[Area]

Phone Number:

Date:

Subject: Recommendation Letter for The Journalist

Dear [*Mention the name of the Addressee*]

This note is to recommend [mention name of the person] for the position of Journalist in your organization.

I am [Mention the designation of the sender] at [*mention the name of the company of the sender*] from [*mention the time period*], and as a field instructor, I supervised Mr [mention the name of the journalist] and got to know how brilliant and inspecting man he is in nature.

As a budding journalist, though having a bit less focus on digital journalism, he has always been very enthusiastic and hardworking throughout.

The best thing about his character is, he is always ready to accept feedback from his seniors and is always eager to improve himself.

Along with his previous experiences, he has a solid educational background and has been a [*Mention the name of the university or college*] graduate, and has shown keen admiration about his journalism and the career ahead.

Considering his talents this far, I feel certain that you will be impressed by his passion for journalism as I am, Thus I strongly recommend him for this program at your company.

If any further details are needed, kindly feel free to contact me at the above-mentioned number.

Sincerely,

[Mention the name of the sender].