

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

Dear [Recipient's Name],

I am writing to recommend [Intern's Name] for the internship position at [Company/Organization Name]. During their time with us at [Your Company/Organization Name], [Intern's Name] demonstrated outstanding skills and a strong commitment to their work.

[Provide specific examples of the intern's skills, contributions, and achievements.]

[Intern's Name] possesses [mention relevant skills or attributes], making them a valuable asset to any team. Their ability to [describe specific abilities or experiences], was particularly impressive and showcased their potential for growth and contribution in a professional environment.

I am confident that [Intern's Name] will excel in their internship and make a positive impact at [Company/Organization Name]. I highly recommend 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 Position]
[Your Company/Organization]