

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Intern's Name] for an internship position at [Company/Organization Name]. Having worked closely with [him/her/them] during [his/her/their] time at [Your Organization/Project], I can confidently say that [he/she/they] possesses the skills and attributes necessary to succeed in this role.

[Intern's Name] has demonstrated [specific skills or qualities, e.g., strong analytical skills, creativity, teamwork, etc.], particularly during [specific example or project]. [He/She/They] is [describe personal attributes, e.g., highly motivated, detail-oriented, etc.], and consistently seeks to exceed expectations.

I believe that [Intern's Name] would be an excellent addition to your team and would contribute positively to [Company/Organization Name]. I highly recommend [him/her/them] without reservation.

If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering [Intern's Name] for this opportunity.

Sincerely,

[Your Name]  
[Your Position]