

[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/Student's Name] for a work experience opportunity at [Company/Organization Name]. During [his/her/their] time at [Your Company/Organization], [he/she/they] demonstrated exceptional skills in [specific skills or tasks] and consistently showed a commitment to [specific values or work ethics].

[Intern/Student's Name] took on responsibilities such as [list specific tasks or projects], where [he/she/they] displayed [mention any notable achievements or contributions]. [His/Her/Their] ability to [describe a specific skill or trait] sets [him/her/them] apart and would make [him/her/them] an asset to any team.

I highly recommend [Intern/Student's Name] for this work experience opportunity, as I am confident that [he/she/they] will bring the same level of dedication and excellence that [he/she/they] exhibited during [his/her/their] time with us.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]