

[Your Name]
[Your Job Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Intern/Student's Name] for [specific position, program, etc.] based on their work experience with us at [Your Company Name]. During [his/her/their] time as a [Intern/Position] from [Start Date] to [End Date], [he/she/they] demonstrated remarkable skills and professionalism.

[Intern/Student's Name] took on [describe responsibilities, tasks, or projects], showcasing [his/her/their] ability to [specific skills or attributes]. [He/She/They] exhibited excellent [mention any relevant skills or qualities, such as teamwork, leadership, problem-solving, etc.].

[Provide an example or anecdote to support your recommendation.]

I am confident that [Intern/Student's Name] will be an invaluable asset to your team, and I wholeheartedly recommend [him/her/them] for [the position/program]. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]