

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

Dear [Recipient Name],

I am writing to highly recommend [Intern's Name] for the position of [specific position] at [Company/Organization Name]. During their internship with us at [Your Company/Organization] from [start date] to [end date], [Intern's Name] demonstrated exceptional skills in [specific skills or tasks].

Throughout their time here, [Intern's Name] worked on [describe projects or tasks], showcasing their ability to [mention specific qualities, e.g., problem-solve, work under pressure, collaborate with the team]. They consistently showed initiative and a strong willingness to learn, making a positive impact on our team and overall outcomes.

[Intern's Name] has a remarkable ability to [mention any soft skills, e.g., communicate effectively, adapt to new challenges], and is always eager to contribute their ideas. I have no doubt that their dedication and enthusiasm will make them an asset to any organization they join.

I strongly endorse [Intern's Name] for a position with [Company/Organization Name], as I believe they will excel in any challenge they undertake. Please feel free to contact me if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]