

[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 highly recommend [Intern's Name] for the [specific internship position] at [Organization Name]. During their time at [Your Organization/School], [Intern's Name] demonstrated exceptional skills in [specific skills or qualities] and showed a strong commitment to their growth in [related field/industry].

[Provide a brief example of a project or task they excelled in.]

I believe [Intern's Name]'s [character traits or work habits] make them an excellent candidate for this internship. They would be an asset to your team, contributing [specific contributions they can make].

Please feel free to contact me at [Your Phone Number] or [Your Email] if you would like further information.

Sincerely,

[Your Name]
[Your Position]