

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Position]  
[Department/Office]  
[Vermont State University]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Intern's Name] for the internship program at Vermont State University. I have had the pleasure of working with [Intern's Name] for [duration] at [Your Company/Organization], where [he/she/they] has consistently displayed remarkable skills and a proactive attitude.

During [his/her/their] time with us, [Intern's Name] excelled in [specific projects, skills, or responsibilities]. [Describe a specific example of their work, highlighting achievements and contributions]. [Intern's Name] has a strong passion for [relevant field or subject], and I am confident that [he/she/they] will bring the same dedication and enthusiasm to the internship at Vermont State University. [He/She/They] is not only a quick learner but also collaborates effectively with team members.

I firmly believe that this opportunity will allow [Intern's Name] to further develop [his/her/their] skills while contributing positively to your program. I highly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

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