

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Intern's Name] for the internship position at [Company/Organization Name]. I have had the pleasure of working with [Intern's Name] during [time period] in [context or setting, e.g., "as their supervisor during their internship at XYZ Corporation"], and I can confidently say that they are an exceptional candidate.

[Intern's Name] has demonstrated [mention relevant skills, strengths, and attributes, e.g., "strong analytical skills, a proactive approach to problem-solving, and excellent communication abilities"]. One instance that highlights their capabilities was when [provide a specific example of a project or situation that reflects their skills and contributions]. Furthermore, [Intern's Name] is not only dedicated and hardworking but also shows a remarkable ability to [mention any additional qualities, e.g., "collaborate effectively with team members, adapt to new challenges, and learn quickly"]. Their enthusiasm and passion for [relevant field or industry] make them an ideal fit for the [specific internship position] at [Company/Organization Name].

I wholeheartedly support [Intern's Name] in their pursuit of this internship opportunity. I am confident that they will bring the same level of commitment and excellence to your organization as they have shown during our time together.

Please feel free to contact me at [your phone number] or [your email] if you have any further questions or require additional information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]