

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Intern's Name] for the [specific internship position] at [Company/Organization Name]. I had the pleasure of working with [Intern's Name] during [time period] at [Your Company/Organization Name], where they served as [Intern's Role/Position].

During their time with us, [Intern's Name] demonstrated significant [specific skills or qualities related to the internship, e.g., analytical skills, creativity, teamwork]. They successfully [describe a specific project or task], showcasing their ability to [describe relevant abilities or traits].

[Intern's Name] is not only dedicated and hardworking but also possesses a remarkable ability to [mention another skill or characteristic relevant to the internship]. This was evident when [provide a brief example of a situation or project].

I am confident that [Intern's Name] would be a valuable addition to your team and would excel in [specific area related to the internship]. I highly recommend them for the [specific internship position] without any reservations.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]
[Your Position]