

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

Dear [Recipient Name],

I am writing to recommend [Intern's Name] for the internship position at YYC. I have had the pleasure of working with [Intern's Name] for [duration] at [Your Company/Organization], and I can confidently say that they would be a valuable addition to your team.

During their time with us, [Intern's Name] demonstrated exceptional skills in [specific skills or tasks], and consistently showed a strong work ethic and dedication to their responsibilities. [He/She/They] played a key role in [specific project or accomplishment], which resulted in [specific outcome or impact].

Moreover, [Intern's Name] possesses excellent interpersonal skills, which allow [him/her/them] to work effectively with team members and clients alike. [He/She/They] is always eager to learn and adapt, taking feedback constructively and applying it to improve [his/her/their] performance.

I am confident that [Intern's Name] will bring the same level of enthusiasm and excellence to the internship at YYC. [His/Her/Their] ability to [mention relevant strengths or qualities] will undoubtedly make a positive impact on your organization.

Please feel free to reach out to me if you have any questions or require further information. I am happy to provide additional insights regarding [Intern's Name]'s qualifications and contributions.

Thank you for considering [Intern's Name] for this opportunity.

Sincerely,

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