

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Intern's Name] for the internship position at YYC. Having worked with [him/her/them] during [his/her/their] time at [Your Organization/Project], I have been consistently impressed by [his/her/their] dedication, skills, and positive attitude.

[In this paragraph, provide specific examples of the intern's skills, accomplishments, and contributions to the organization. Mention any relevant projects, tasks, or responsibilities they handled.]

[In this section, highlight the intern's qualities such as teamwork, leadership, problem-solving abilities, and how they fit within the company culture.]

I am confident that [Intern's Name] will be an asset to your team and contribute positively to your organization. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]