

[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 pleased to recommend [Intern's Name] for the [specific internship position] at [Company/Organization Name]. I have had the pleasure of working with [Intern's Name] for [duration of time] at [Your Company/Organization], where [he/she/they] served as [Intern's Role/Title].

During this time, [Intern's Name] has demonstrated [specific skills/qualities] that are particularly valuable for this position. For example, [provide specific example or anecdote that illustrates the intern's abilities].

[Intern's Name] has shown exceptional [skill/attribute] by [another example or description]. [He/She/They] is not only [positive trait], but also [another positive trait], which sets [him/her/them] apart from others.

I am confident that [Intern's Name] will be an asset to your team at [Company/Organization Name]. [He/She/They] is passionate about [field/industry], and I believe that this internship will provide [him/her/them] with a valuable opportunity to develop [his/her/their] skills further.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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