

# Letter of Recommendation for [Intern's Name]

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Intern's Name] for the graduate logistics internship position at [Company/Organization Name]. During [his/her/their] time at [Your Company/Organization], [Intern's Name] demonstrated exceptional skills in logistics management and has proven to be a vital asset to our team.

[Intern's Name] has shown a remarkable ability to analyze complex logistical issues and come up with efficient solutions. [He/She/They] took initiative by [specific example of a project or responsibility], which resulted in [positive outcome or achievement]. [His/Her/Their] attention to detail and strong analytical skills have greatly improved our operational efficiency.

Furthermore, [Intern's Name] possesses excellent communication skills, making [him/her/them] an effective team player. [He/She/They] is always willing to help colleagues and share knowledge, contributing positively to the work environment.

In conclusion, I believe that [Intern's Name] would be a fantastic addition to your internship program. [His/Her/Their] work ethic, commitment, and talent in logistics make [him/her/them] a strong candidate for this opportunity. I wholeheartedly recommend [Intern's Name] for the graduate logistics intern position.

Thank you for considering this recommendation. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]  
[Your Position]