

Letter of Recommendation

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

To Whom It May Concern,

I am pleased to recommend [Intern's Name] for the logistics intern position at [Company Name]. I have had the pleasure of working with [Intern's Name] for [duration] at [Your Company], where [he/she/they] has displayed exceptional skills in organization and problem-solving.

During their time with us, [Intern's Name] was responsible for [specific tasks or responsibilities]. [He/She/They] showed remarkable initiative and a strong willingness to learn, making a positive impact on our team.

[Intern's Name]'s attention to detail and ability to work under tight deadlines were instrumental in the success of [specific project or task]. [He/She/They] demonstrated a thorough understanding of logistics processes and was able to apply theoretical knowledge in practical situations effectively.

I have no doubt that [Intern's Name] will bring the same enthusiasm and diligence to the logistics intern position at [Company Name]. I wholeheartedly recommend [him/her/them] for this opportunity.

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]