

# Advocacy Letter for [Intern's Name]

Date: [Insert Date]

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

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to strongly advocate for [Intern's Name], who has been an exceptional intern in our [Department Name] since [Start Date]. During their time with us, [Intern's Name] has demonstrated remarkable [skills/qualities] that I believe make them an ideal candidate for full-time employment.

Throughout their internship, [Intern's Name] has [describe specific contributions, projects, or achievements]. Their ability to [mention skills or traits] has contributed significantly to our team's success.

Moreover, [Intern's Name] has shown a commitment to [values or goals of the company] and has continuously sought opportunities to learn and grow within our organization.

In conclusion, I wholeheartedly support the consideration of [Intern's Name] for full-time status. I am confident that they will bring the same dedication and excellence to the role as they have consistently shown during their internship. Please feel free to reach out if you need any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]