

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Intern's Name] for an internship position at [Company/Organization Name]. I have had the pleasure of working with [Intern's Name] for [duration] at [Your Company] and have been consistently impressed with [his/her/their] ability to [specific skills or attributes].

[Intern's Name] has shown exceptional [skill/quality], which I believe will greatly benefit [Company/Organization Name]. During [his/her/their] time at [Your Company], [he/she/they] was responsible for [specific task or project], demonstrating [specific achievement or contribution].

I am confident that [Intern's Name] will excel in this internship and contribute positively to your team. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Position]