

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to recommend [Intern's Name] for the internship position at [Company/Organization Name]. As [his/her/their] [Your Relationship, e.g., professor, supervisor], I have had the pleasure of working with [Intern's Name] for [duration] and have witnessed [his/her/their] exceptional skills and dedication to [educational role or subject area].

[Intern's Name] has demonstrated strong [specific skills or traits relevant to the internship, e.g., leadership, communication, and creativity] during [his/her/their] time in [course, project, or work environment]. [He/She/They] consistently [describe specific achievements or contributions]. These experiences have prepared [him/her/them] for a valuable contribution to your team.