

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Recommendation for [Intern's Name] for Finance Internship Position**

Dear [Recipient's Name],

I am writing to recommend [Intern's Name] for the finance internship position at [Organization Name]. I have had the pleasure of working with [Intern's Name] during their time at [Your Company/University], where they demonstrated exceptional skills in financial analysis and a keen understanding of market trends.

[Intern's Name] is not only diligent and hardworking but also possesses excellent analytical abilities. Their contributions to our financial projects significantly improved our operational efficiency and provided valuable insights.

I am confident that [Intern's Name] will be an asset to your team and will thrive in the internship role. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]