

Letter of Recommendation

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Intern's Name] for the internship position at [Organization/Program Name]. As [his/her/their] supervisor at [Your Organization], I have had the privilege of witnessing [his/her/their] growth and dedication to social work over the past [duration].

[Intern's Name] has consistently demonstrated exceptional skills in communication, empathy, and problem-solving. [He/She/They] effectively engaged with clients, built trust, and provided support in a professional manner. [He/She/They] also showed great initiative by [specific example or achievement].

Furthermore, [Intern's Name] possesses a deep understanding of the challenges faced by the community and is passionate about making a positive impact. I am confident that [his/her/their] skills and dedication will make [him/her/them] an asset to your program.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or insights regarding [Intern's Name].

Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Title/Position]