

# Letter of Recommendation for Internship

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]

To Whom It May Concern,

I am pleased to recommend [Intern's Name] for the [specific internship position] at [Company/Organization Name]. I had the pleasure of working with [Intern's Name] during [his/her/their] time as [describe your relationship, e.g., a student in my class, an employee, etc.], where [he/she/they] demonstrated exceptional skills and a strong work ethic.

[Intern's Name] has shown remarkable [mention specific skills or qualities, e.g., analytical skills, communication abilities, creativity], which I believe will make [him/her/them] an excellent fit for your internship program. [Provide specific examples of accomplishments or contributions].

In addition to [his/her/their] professional talents, [Intern's Name] is a pleasure to work with. [He/She/They] is always eager to learn and take on new challenges while maintaining a positive attitude. [His/Her/Their] ability to collaborate with peers and contribute to team efforts is commendable.

I am confident that [Intern's Name] will bring the same dedication and enthusiasm to your internship as [he/she/they] has shown in our interactions. I wholeheartedly recommend [him/her/them] for this opportunity.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]  
[Your Position]