

Letter of Commendation

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of commendation for [Intern's Name], who has applied for an internship position at [Company/Organization Name]. I have had the pleasure of knowing [Intern's Name] for [duration] as [relationship, e.g., a student, a colleague, etc.], and I can confidently vouch for their capabilities and character.

[Intern's Name] has demonstrated exceptional skills in [mention specific skills or areas of expertise]. During [his/her/their] time at [where you know the intern from, e.g., university, previous job], [he/she/they] consistently showed a strong commitment to [specific tasks or responsibilities], and [mention any notable achievements or contributions].

Furthermore, [Intern's Name] possesses excellent interpersonal skills, making [him/her/them] a great team player. [He/She/They] is always willing to lend a hand and share [his/her/their] knowledge with others.

I believe that [Intern's Name] would be a valuable addition to your team. I fully support [his/her/their] application and anticipate that [he/she/they] will make significant contributions during [his/her/their] internship with you.

Thank you for considering this commendation. Should you require any further information, please do not hesitate to contact me at [your contact information].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Your Contact Information]