

Endorsement Letter for [Intern's Name]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to wholeheartedly endorse [Intern's Name] for the internship position at [Company/Organization Name]. As [his/her/their] [relationship to the intern - e.g., professor, supervisor], I have had the pleasure of working with [Intern's Name] for [duration].

[Intern's Name] has displayed exceptional skills in [specific skills or relevant fields] and has a strong work ethic that makes [him/her/them] an ideal candidate for this opportunity. [Provide examples of their contributions or achievements].

I am confident that [Intern's Name] will bring the same dedication and enthusiasm to your team as [he/she/they] has shown in our work together. I strongly recommend [him/her/them] for this internship without reservation.

Thank you for considering [Intern's Name] for this position. Please feel free to contact me if you need any more information or further insights about [his/her/their] qualifications.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]