

# Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to highly recommend [Intern's Name] for the [specific internship position] at [Company/Organization Name]. As [his/her/their] [relationship to the intern, e.g., professor, supervisor] for [duration], I have had the pleasure of witnessing [his/her/their] growth and dedication firsthand.

[Intern's Name] has consistently demonstrated exceptional skills in [mention specific skills relevant to the internship]. [He/She/They] is highly motivated, detail-oriented, and capable of [provide specific examples of their work or contributions].

In addition to [his/her/their] technical abilities, [Intern's Name] possesses excellent interpersonal skills. [He/She/They] works well in team settings and is always willing to assist others when needed. [His/Her/Their] positive attitude and strong work ethic make [him/her/them] a pleasure to work with.

I am confident that [Intern's Name] would be a valuable asset to your team and would excel in the internship role. I wholeheartedly support [his/her/their] application and encourage you to consider [him/her/them] for the position.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]