

Professional Endorsement for Internship Application

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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, etc.] at [Your Organization/Institution], I have had the privilege of working closely with [Intern's Name] for [duration].

[Intern's Name] has demonstrated exceptional [skills or qualities, e.g., analytical skills, communication abilities], which I believe make [him/her/them] a perfect fit for this internship. [He/She/They] has shown a strong commitment to [related field or project], and [his/her/their] ability to [specific example of accomplishment or quality] truly sets [him/her/them] apart.

I am confident that [Intern's Name] will bring the same enthusiasm and dedication to [Company/Organization Name] as [he/she/they] has shown in [his/her/their] time with us. I strongly recommend [him/her/them] for this opportunity and believe that [he/she/they] will be an asset to your team.

Thank you for considering [Intern's Name] for this position. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]

[Your Title]