TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Internship Letter of Recommendation

Dear **[NAME]**

I'm privileged to recommend **[CANDIDATE]** for the internship at **[COMPANY NAME]**.

I am **[YOUR NAME]**, a/an  **[YOUR POSITION]** at  **[COMPANY OR UNIVERSITY NAME]**, where I **[WORKED WITH/TAUGHT]** **[CANDIDATE]** as their **[RELATIONSHIP TO CANDIDATE]**. My experience in the  **[TYPE OF FIELD]** industry has involved working with many **[INDUSTRY]**  professionals, but during our time together, **[CANDIDATE]** was noteworthy because they are  **[POSITIVE QUALITIES]**.

**[CANDIDATE]** displayed talents in **[SKILL]**]that helped our **[TEAM/CLASS]** move forward and learn. They **[RELEVANT EXAMPLE OF DESIRABLE WORK PRACTICE]** very well in my team and continuously learned how to **[SKILL]** while in our group. Compared to peers, **[CANDIDATE]** displayed a great aptitude for **[SKILL]**.

**[A BRIEF STORY THAT EMPHASIZES THE CANDIDATE'S RELEVANT SKILLS, EXPERIENCE, AND WORKPLACE HABITS.]**

**[CANDIDATE]** methods are effective, but the way they **[ADDITIONAL SKILL OR VALUE THEY BRING]** is also useful. I believe wholeheartedly that **[CANDIDATE]** is a great fit for the position at **[COMPANY NAME]** and can surprise you with how quickly they acclimate and drive success on your team.

A recommendation letter can only say so much, so if you would like to contact me to talk about **[CANDIDATE]** further, please contact me at **[PHONE NUMBER OR EMAIL]**.

Sincerely,