TO

**[Receiver Name]**

[Receiver Title]

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Recommendation Letter for Internship

Dear **[NAME]**

My name is Your **[NAME]** and proud to offer my recommendation of **[INDIVIDUAL’S NAME]** to whom I have personally known for **[YEARS]** years at **[WHERE YOU KNOW THE INDIVIDUAL].**

During my relationship with **[INDIVIDUAL’S NAME]**  I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, **[INDIVIDUAL’S NAME]** is exceptionally gifted at getting the most out of others while always maintaining a positive attitude.

Therefore, it is without reservation that I recommend **[INDIVIDUAL’S NAME]**  for this internship position.

If you have any requests or questions do not hesitate to contact me.

Best,