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]**

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

I am **[NAME]**, a/an **[YOUR POSITION]** at **[COMPANY OR UNIVERSITY NAME],**  where I **[NAME]** **[WORKED WITH/TAUGHT]**  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 **[RELEVANT 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 **[RELEVANT SKILL]**  while in our group. Compared to peers, **[CANDIDATE]** displayed a great aptitude for **[RELEVANT SKILL]**

**[CANDIDATE]** methods are effective, but the way they **[RELEVANT SKILL]** 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,