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]**

To Whom This May Concern,

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

During my relationship with  **[NAME]**  I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition,  **[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  **[NAME]**  for this internship position.

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

Sincerely