

[Your Name]  
[Your Title]  
[Organization Name]  
[Date]

To Whom It May Concern,

I am writing to formally recommend [Intern's Full Name] for future professional opportunities following the successful completion of their Diversity and Inclusion Internship at [Organization Name] from [Start Date] to [End Date].

During their tenure, [Intern's Name] demonstrated a deep commitment to fostering an equitable workplace environment. They were instrumental in several key initiatives, including [list 1-2 specific projects, e.g., organizing heritage month events or auditing recruitment materials for inclusive language]. Their ability to research complex DEI topics and present actionable insights was a significant asset to our team.

Beyond their technical contributions, [Intern's Name] exhibited exceptional empathy, cultural competency, and communication skills. They collaborated effectively with various departments and showed great initiative in identifying areas for improvement within our internal programs.

I am confident that [Intern's Name] will be a valuable addition to any organization, bringing both professional expertise and a passionate dedication to diversity and inclusion. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]