

[Your Name]
[Your Job Title]
[Company Name]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to highly recommend [Intern Name] for any future professional endeavors. During [his/her/their] time as a [Job Title] Intern at [Company Name] from [Start Date] to [End Date], [Intern Name] proved to be an invaluable asset to our team.

Throughout the internship, [Intern Name] was responsible for [list key responsibility 1], [list key responsibility 2], and [list key responsibility 3]. [He/She/They] consistently demonstrated a strong work ethic, attention to detail, and the ability to grasp complex corporate concepts quickly.

One specific achievement that stands out was when [Intern Name] [mention a specific project or accomplishment]. This contribution directly resulted in [mention positive outcome for the department/company].

Beyond [his/her/their] technical skills, [Intern Name] displayed excellent communication skills and integrated seamlessly into our corporate culture. [He/She/They] approached every task with professionalism and a proactive attitude.

I am confident that [Intern Name] has the skills and dedication to excel in any professional environment. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]