

Formal Letter of Recommendation Sample for Internship Program

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to highly recommend **[Candidate's Full Name]** for the **[Internship Program Name]** at **[Recipient's Organization]**. As [your relationship with the candidate, e.g., his/her professor, supervisor, manager] at **[Your Institution/Department]**, I have had the pleasure of working with [Candidate's Name] for [duration] and have been consistently impressed by their professionalism, dedication, and eagerness to learn.

[Candidate's Name] has demonstrated exceptional abilities in [highlight relevant skills or qualities, e.g., analytical thinking, teamwork, communication]. A notable example of their skills was during [describe a specific project, assignment, or experience], where they [describe actions, skills demonstrated, or outcomes]. Their initiative and attention to detail are attributes that I have come to rely upon in every task entrusted to them.

Additionally, [Candidate's Name] possesses a strong work ethic, adaptability, and the capacity to thrive in challenging environments. Their positive attitude and willingness to take on new responsibilities make them an asset to any team.

I am confident that [Candidate's Name] will make a valuable contribution to your internship program and gain invaluable experience to further their professional growth. I strongly endorse their application and believe they will exceed your expectations.

Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]