

## Sample Recommendation Letter for Internship Application (Industry Reference)

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

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation supporting **[Applicant's Name]** for the internship position at **[Target Company/Organization]**. As a [your job title] with [number] years of experience in the [industry name] industry at [your company name], I have had the opportunity to closely observe [Applicant's Name]'s skills and dedication during their tenure as a [relationship, e.g., intern, assistant, or project collaborator] at our company.

During their time with us, [Applicant's Name] consistently demonstrated a strong work ethic, a keen ability to solve complex problems, and a genuine enthusiasm for learning and growth. Their technical skills, particularly in [relevant skill or software], were matched by their professionalism and teamwork. For instance, [he/she/they] played a pivotal role in [describe a project or responsibility], showcasing not only their expertise but also their leadership potential and commitment to excellence.

What sets [Applicant's Name] apart is their proactive approach to challenges and their continuous pursuit of personal and professional development. [He/She/They] has always been eager to seek feedback and readily adapts to new environments, which I believe makes [him/her/them] an excellent fit for the dynamic culture at [Target Company/Organization].

Based on my experience working with [Applicant's Name], I am confident that [he/she/they] will make significant contributions as an intern at your organization. I highly recommend [him/her/them] for this opportunity without reservation and am certain that [he/she/they] will exceed your expectations.

If you require any further information, please feel free to contact me at [your email] or [your phone number].

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company/Organization]