

# Sample Recommendation Letter for Internship Application

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

[Recipient Name]  
[Recipient Position, if known]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name or "Internship Selection Committee"],

I am pleased to write this letter of recommendation for **[Candidate's Name]**, who is applying for the **[name of internship]** position at your esteemed organization. As **[Candidate's Name]**'s supervisor during their previous internship at **[Your Company/Organization]**, I had the opportunity to closely observe their professional development, work ethic, and contributions to our team.

During their internship with us from **[start date]** to **[end date]**, **[Candidate's Name]** took on significant responsibilities including **[briefly mention key responsibilities, e.g., conducting research, preparing reports, assisting with projects]**. They demonstrated remarkable ability to quickly grasp new concepts, adapt to our work environment, and collaborate effectively with colleagues.

One of the highlights of **[Candidate's Name]**'s internship was their contribution to **[briefly describe a project or task, e.g., a team project, process improvement, client presentation, etc.]**, where they **[explain their role, achievements, and results]**. Their attention to detail, initiative, and commitment to excellence set a high standard for our interns.

In addition to their technical skills, **[Candidate's Name]** exhibited strong communication skills and a positive attitude. They were always eager to learn, open to feedback, and willing to put in extra effort to ensure success. Their professionalism and integrity are truly commendable.

I am confident that **[Candidate's Name]** will be a valuable asset to your organization and will perform exceptionally in the **[name of internship]** role. I highly recommend them without reservation.

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

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