[Your Name]

[Street Address]

[City, ST Zip Code]

[Month Day, Year]

To Whom It May Concern:

It is with great pleasure that I am recommending [Name of Person] to you. I am a [Your Title] at [Company Name] and I have [worked with/managed/supervised] [Name of Person], who held the position of [position name] from [Date - Date].

[Name of Person] would be a great asset to any internship program. [He/She] is [list/overview of strengths and qualities].

[Name of Person] is a [Quality #1 to highlight about person]. [Example of how person displays that quality].

[Name of Person] is a [Quality #2 to highlight about Person]. [Example of how person displays that quality].

I believe that [Name of Person] will be an excellent fit for your internship program. [Name of Person] has been nothing short of an exemplary student. If you have any further questions, feel free to contact me at [contact info] and I'll be happy to answer any questions you have.

Sincerely,

*[Signature]*

[Your Name]

[Your Title]