**LETTER OF RECOMMENDATION**

**[Address]**

**[City, postal code]**

**[Date]**

**[Company’s name]**

**[Company’s address]**

**[City, postal code]**

To Whom This May Concern,

My name is **[Your Name]** and I am proud to offer my recommendation of **[Individual’s Name]** to whom I have personally known for \_\_\_ years at **[Where You Know the Individual].**

During my relationship with **[Individual’s Name]** I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, **[Individual’s Name]** is exceptionally gifted at getting the most out of others while always maintaining a positive attitude. Therefore, it is without reservation that I recommend **[Individual’s Name]** for this internship position.

If you have any requests or questions do not hesitate to contact me.

Best,

**[Signature]**

**[Date]**

**[Email]**