

Internship Letter of Recommendation

To Whom This May Concern,

My name is _____ [Your Name] and 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** _____

Telephone _____

E-Mail _____