Name of the sender:

Date:

Name of the candidate:

**Subject: Recommendation letter for internship**

Respected (mention the name of the recipient),

According to my knowledge, Mr. ABC is applying for an internship program with your company as a network manager. I have known Mr. ABC for more than 10 years and have luckily found many opportunities to work with him. He has always been a very passionate and energetic person ever since he was in elementary school.

I have always found him as a passionate learner who was always ready to learn new things. Now when he has grown up, he still loves to work with elders and young people to gain new experiences.

Mr. ABC always helps needy people and he is also working with an NGO for a good cause. I have absolute confidence in his good nature and his capabilities to learn and adopt new skills and polish them over time. I believe that Mr. ABC will be the most suitable intern to work in your company.

In case you want to know more about Mr. ABC, you can reach me on (mention your phone number) or email me at (mention your email address).

Regards,

Name of the sender

Company’s name

Signatures