INTERNSHIP LETTER OF RECOMMENDATION

Jordan Example
Supervisor
Example Program
10 Example Street
jordan@example.invalid
November 5, 2026

Casey Reader
Example Outreach Program

Dear Casey Reader:

I write to recommend **Alex Example** for the community outreach internship.

My relationship to the candidate and opportunity to observe their work are as follows: I supervised Alex during two community outreach planning sessions.

Readiness for an internship. Observed checklist preparation.

Fit for this opportunity. Only the limited experience stated here.

Examples supporting my assessment. Prepared a checklist under supervision.

Additional context. Needs supervised practice.

Overall recommendation. My qualified recommendation is limited to this opportunity.

Thank you for your consideration. Please contact me at jordan@example.invalid to discuss the next steps.

Sincerely,

Sender

SIGNATURE

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