[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

Dear [Insert recipient name]:

I have worked with Leticia Adams for more than a semester, during which time she worked as an intern in our marketing department. She has demonstrated wonderful initiative and a positive attitude. Both qualities have made her a valuable member of our team. It is with pride that I recommend her for your marketing associate position.

In addition to her general duties, Leticia revamped our dual database system to better facilitate advertising billing and measure effectiveness. She also identified a need for a stronger press release circulation system, researched the options and created a persuasive proposal that convinced the president of our organization to find the funds for the project. Leticia rarely had an idle moment - she always found some way to make things go more smoothly and did it all with a smile. We will sincerely miss her.

Leticia's attitude, application of effort and innovative spirit will be strong assets to your company. Please feel free to call me if you would like additional information about my experience working with Leticia.

Sincerely,

[Signature]

[Your name, title]