**[Sender Name]**

[Sender Title]

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| [Email] | [Phone] | [Address] |

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

Dear Mrs. Cary,

I'm privileged to recommend Jeremy Stewart for the internship at River Valley Steel.

I am Dr. Clancy morrow, a professor at Green water University, where I taught Jeremy in a chemistry class. My experience in the steel industry has involved working with many testing professionals, but during our time together, Jeremy's eagerness to learn chemistry and testing work with River Valley was noteworthy.

Jeremy displayed talents of effective organization that helped our chemistry class move forward and learn. Often I would notice him being as devoted to helping my students as other faculty members. He understood new concepts quickly and never hesitated to ask questions or explain answers to other students. Compared to his peers, Jeremy displayed a great aptitude for learning, teaching and being a part of a cohesive team.

Jeremy's methods of quick learning are significant, but the way he works with others is also beneficial because it helps the day progress more smoothly. I believe wholeheartedly that Jeremy is a great fit for the position at River Valley Steel and can surprise you with how quickly he acclimates to and drives success on your team.

A recommendation letter can only say so much, so if you would like to contact me to talk about Jeremy further, please contact me at 553-278-0001 or Clancy\_Monrow@greenwater.com.

All the best,

Dr. Clancy Morrow,   
Professor at Green water University