[DATE]

[RECIPIENT NAME]

[TITLE/POSITION]

[NAME OF COMPANY]

[COMPANY ADDRESS]

Dear Mr./Ms./Mrs. [SURNAME],

It has come to my attention that Mr./Ms. [STUDENT NAME] is applying for an internship under the [DEPARTMENT NAME] of your company, [NAME OF COMPANY]. I highly recommend Mr./Ms. [STUDENT SURNAME] for such internship as I have closely worked with him/her and have seen how much he/she has grown and developed as an individual.

As is publicly known, the department of [COURSE DEPARTMENT NAME] of [NAME OF UNIVERSITY] is reputable in educating students with knowledge of the current work ethics and standards making them viable and qualified to work in major corporations in the country. Mr./Ms. [STUDENT SURNAME] completed his/her coursework at the top of his/her class with a high grade point average. My colleagues speak only good and positive things about Mr./Ms. [STUDENT SURNAME]. He/she is a responsible and reliable student and I am confident that he/she can greatly contribute to your company if he/she becomes your intern.

If you have any other inquiries, questions, and concerns regarding this matter, please do not hesitate to contact me through [CONTACT DETAILS]. I would gladly answer and provide your company with all the information that you need to know in relation to Mr./Ms. [STUDENT SURNAME].

Sincerely,

[NAME OF PROFESSOR]

[DEPARTMENT NAME]

[NAME OF UNIVERSITY]