[NAME OF RECIPIENT]

[TITLE]

[NAME OF UNIVERSITY]

[ADDRESS]

[CITY, STATE]

[DATE]

Dear [NAME OF RECIPIENT],

I am writing to you with a recommendation for [NAME OF STUDENT] for an internship with [NAME OF COMPANY]. [NAME OF STUDENT] is a senior at [NAME OF SCHOOL OR UNIVERSITY] and has shown great potential in the field of [FIELD OF STUDY]. He/she not only excels academically but has shown good social skills as well, showing innovative ideas and leadership qualities that make him/her a good addition to any team.

I believe that accepting [NAME OF STUDENT] into your internship program will benefit you greatly. He/She has proven himself/herself to be a hard worker who is ready to take on any task, no matter how large or small. I strongly encourage you to take a closer look at [NAME OF STUDENT]’s credentials, as I am sure you will find him/her an asset to your company.

Please do not hesitate to contact me if you have any questions regarding his/her application. You may reach me through phone numbers [PHONE NUMBER] or email me at [EMAIL ADDRESS]. Thank you for your consideration.

Sincerely,

[NAME OF SENDER]

[POSITION]

[NAME OF SCHOOL OR ORGANIZATION]