

# Letter of Support for Student Internship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my full support for [Student's Name], who is applying for an internship position at [Company/Organization Name] in the finance department.

[Student's Name] is a dedicated and highly motivated individual currently studying [Student's Major] at [University Name]. Over the past [duration], I have had the pleasure of working closely with [him/her/them] and can confidently attest to [his/her/their] strong analytical skills, commitment to excellence, and ability to work collaboratively in team settings.

I believe that this internship opportunity at [Company/Organization Name] will provide [Student's Name] with invaluable experience in the finance industry and further enhance

[his/her/their] skills. I am confident that [he/she/they] will make a positive contribution to your team.

Thank you for considering [Student's Name] for this internship. Please do not hesitate to reach out to me if you need any further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]