

Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to highly recommend [Student's Name] for the internship opportunity at [Company/Organization Name]. I have had the pleasure of teaching [Student's Name] in [Subject/Class] at [School Name] for the past [Duration].

[Student's Name] has consistently demonstrated a strong work ethic, critical thinking skills, and a commitment to academic excellence. Their ability to [mention specific skills or qualities relevant to the internship] makes them an ideal candidate for this position.

In addition to their academic abilities, [Student's Name] is a natural leader and an effective collaborator, often taking the initiative to work with peers on group projects. Their passion for [relevant field/subject] is evident in their [mention any relevant projects/activities].

I am confident that [Student's Name] will bring the same dedication and enthusiasm to [Company/Organization Name] as they have shown in my classroom. I wholeheartedly endorse their application for this internship opportunity and believe they will be a valuable asset to your team.

Thank you for considering this outstanding student. If you have any further questions, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]